



Rental Assistance Program Qualification Criteria and Application Process

QUALIFICATION CRITERIA

1. Applicant is able to live and function independently.
2. Applicant family has a sustainable source of income other than county assistance and/or social security disability.
3. Applicant family has been late with rent or has not paid rent at least 2 of the last 6 months.
4. Applicant family has resided within the Love INC of Greater Hershey service area in Pennsylvania (Hummelstown, Hershey, Dauphin County portion of Elizabethtown) for at least 9 months.
5. Generally, no adult or child residing in the household may have a criminal history involving crimes against another person that are listed as a misdemeanor or felony.
6. No adult or child residing in the household may have a domestic violence report against them within the past 12 months.
7. Applicant has a signed lease with the Landlord.
8. Rental property is not condemned or in foreclosure.
9. Rental property must meet the criteria outlined in the PA Implied Warranty of Habitability.
10. Landlord must be willing to work with Love INC and the tenant throughout the program and accept payment for arrears *upon successful completion of the program*.

APPLICATION PROCESS

1. REVIEW qualification criteria and Program overview.
2. COMPLETE APPLICATION if you believe you meet the qualification criteria and are willing to abide by the Program policies and uphold the Participant responsibilities.
3. APPLICATION REVIEW by Love INC staff will be completed within 2 business days to determine initial eligibility. You will be contacted by phone or email within 2 business days to inform you if you are eligible for the Program.
4. INTERVIEW will be conducted by Love INC staff with you at the Love INC office if you are eligible and if there is availability in the Program.
 - a. If the Program is full, you will be placed on a wait list and contacted when an opening becomes available to continue the process. The wait list will be ordered on a first-come, first-served basis; however, priority may be given to applicants that are facing eviction.
 - b. The interview will be conducted within 2-3 business days after application review based on applicant and Love INC staff availability.
 - c. You will need to bring the following documents with you: PA driver's license/state id, vehicle registration and proof of insurance (if applicable), proof of income, copy of lease, any documentation that will verify your payment history.
5. INTERVIEW EVALUATION will be discussed by Love INC staff to determine if you are a candidate for the Program. Within 1 business day, you will be notified by phone and/or email if you are a candidate following the interview.
6. REFERENCES will be called to verify employment and your current situation.
7. ACCEPTANCE/NON-ACCEPTANCE decision will be made, and you will be notified by phone and in writing by email or US Mail within 1 week of your interview.
 - a. If accepted,
 - i. an appointment will be made for you to sign the Participant Agreement.
 - ii. Landlord will be contacted to sign the Landlord contract. The first payment will be made directly to the Landlord upon signing the Landlord contract.

- iii. Both the Participant agreement and Landlord contract may be signed in a joint appointment if necessary.
- b. If not accepted, applicants may re-apply after 6 months if they meet the qualification criteria at that time.

WAIT LIST PROCESS

The wait list will be ordered on a first-come, first-served basis; however, priority may be given to applicants that are facing eviction.

As funds are made available for the Program, prior applicants will be contacted to review their application and determine if they are still eligible to continue the application process.

- If a prior applicant remains eligible, the application process will resume with Step 4, and an interview will be scheduled.
- If an applicant is no longer eligible, their name will be removed from the wait list. Applicants that are removed from the wait list may re-apply if they meet the qualification criteria again.