



APPLICATION, DISCLOSURE, AND AGREEMENT FOR RENTAL AGREEMENT



PROPERTY NAME: YMCA Supportive Housing Campus
BUILDING ADDRESS: 2 SW 9th Street
Des Moines, IA 50309

APPLICATION TIME/DATE: _____

GENERAL INFORMATION:

Name (Last, First, MI, Suffix)	Date of Birth	Social Security #/ITIN#	Phone Number
Current Street Address (No P.O. Box)	City	State	Zip
Have you lived at the YMCA Supportive Housing Campus before? (please circle)	YES	NO	
If yes, when?			

PROJECT INFORMATION:

Central Iowa Supportive Housing
doing business as
YMCA Supportive Housing Campus

PROPERTY MANAGER:

YMCA of Greater Des Moines
501 Grand Avenue
Des Moines, Iowa 50309

The Management Company and the Property Manager, or their agents or representatives, are each authorized to manage the project and to act for and on behalf of the project owner for the purpose of executing documents, service of process, and receiving and receipting for notices and demands.

In consideration of this application being considered and processed, Applicant hereby agrees to tender a non-refundable application fee of \$15.00 in check or money order form and made payable to Central Iowa Supportive Housing (CISH). For applicants to the Veterans' Grant Per Diem only, the YMCA Supportive Housing Campus will pay the \$15.00.

If Landlord/Agent approves this application, Applicant agrees to tender the full amount of the security deposit for the apartment unit within twenty-four (24) hours of written notification and said approval. If Applicant fails or refuses to execute the written Rental Agreement, Applicant understands and agrees that the entire security deposit will be forfeited as liquidated damages. Applicant's agreement to forfeit liquidated damages is in recognition that damages in some measure will be caused by its failure or refusal to proceed; the exact amount of such damages would be difficult to quantify; and the amount of liquidated damages is reasonably related to the probable actual damages.

If it ever becomes necessary for service of process upon Applicant, in addition to all other lawful forms and methods of service, Applicant hereby authorizes service of process upon any person identified above to be contacted in case of emergency, and agrees that such service shall be deemed good and sufficient for all purposes, as if Applicant had been served personally. Finally, Applicant understands and agrees that if there is a change in any of the information contained in this application, Applicant will notify the Landlord/Agent or Property Manager within ten (10) days of such change.

Furthermore, Applicant has read and agreed to all provisions of this application and fully understands the terms and conditions contained herein. Applicant understands that this application is part of the Rental Agreement. Applicant hereby authorizes the YMCA Supportive Housing Campus through its representatives to make any necessary investigation as to the information contained herein, with investigation may include, but may not be limited to, a credit report, verification of employment, past rental history, criminal records, and background search(es). Applicant, therefore, consents to this investigation, and certifies that all stated facts herein are true, and it is understood and acknowledged that any misrepresentation or omission may be cause for the Landlord/Agent or the Property Manager to reject this application and/or terminate the ensuing Rental Agreement.

The undertakings, representations, and warranties contained in this Agreement and application will continue, even after the execution of a Rental Agreement.

Applicant: <i>(signature required for processing)</i>	YMCA Supportive Housing Campus:
Signature:	By:
(Print Name):	Name and Title:

Updated 09/04/2020

YMCA Supportive Housing Campus
 2 SW 9th Street
 Des Moines, IA 50309
 Ph: (515)288-2424 Fax: (515)237-3593

CONTACT SHEET

When a unit becomes available, the YMCA Housing Department will attempt to contact you four times within a period of ten (10) days. Please provide as many forms of contact possible so that we may reach you when a unit becomes available for you. This may include your own contact information and/or other reliable persons' contact information.

Alternate Phone Numbers

Name/Relationship	Home, Cell, or Work?	Phone Number

Email Addresses

Name/Relationship	Email Address

Mailing Addresses

Name/Relationship	Street, City, State, Zip

I understand that if I do not respond to YMCA's attempts to reach me within ten (10) days, my name will be removed from the waiting list. By signing below, I give the YMCA permission to contact the above named person(s) for the express reason of notifying me regarding my application.

X

Applicant Signature

X

Date

YMCA Supportive Housing Campus
2 SW 9th Street
Des Moines, IA 50309
Ph: (515)288-2424 Fax: (515)237-3593
www.dymymca.org
www.eliminatehomelessness.org

TENANT SELECTION CRITERIA AND PLAN

Welcome to the YMCA Supportive Housing Campus! Thank you for choosing us as your place to live. In order to reside in our community, we require that each Applicant be at least 18 years of age and meet certain rental criteria. Applicants under the age of 18 must either be a legally emancipated minor or have a legal guardian sign off on the background check. Before you complete our Rental Application, we suggest that you review these requirements to determine whether you satisfy our rental criteria. Please note that this is our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by the YMCA prior to these requirements going into effect; our ability to verify whether these requirements have been met is limited to the information we receive from the various reporting services used.

All prospective tenants are required to provide proof of the following minimum standards to include, but may not be limited to:

**OCCUPANCY/
RENTAL AGREEMENT:** Efficiency Unit – Maximum of One (1) Occupant
All applicants and tenants must notify management if his/her household size is going to change. A household size change may also change eligibility. Rental agreements will be for a minimum of a six-month term. Participants in programs may be required to adhere to a one-year rental agreement.

RENTAL CRITERIA: Rent will be calculated based on (1) Applicant income, (2) YMCA Rental Assistance available, and (3) YMCA Program Eligibility. In the event that one or any of the rental criterions change, a rental recalculation may be required. If income requirements are not met, and if this is the only non-compliance of the tenant selection criteria, the YMCA may, in its sole and absolute discretion, (1) require the Applicant to have a Guarantor(s), or (2) conduct a review of potential supportive service eligibility.

*The above criteria are not applicable for Project Based Vouchers.

APPLICATION PROCESS: To apply for housing at the YMCA Supportive Housing Campus, you must go through a multi-step application process to verify your eligibility for housing at our Low Income Housing Tax Credit facility.

The first phase of this process is our initial application. There is a \$15 application fee. This application will collect basic information about the applicant. We also run a background check at this time to make sure the applicant meets the criminal background requirements outlined in this Tenant Selection Criteria. The applicant will also have the option of providing documentation verifying eligibility for additional programming or rental assistance. Additional programming and providing verification of eligibility for these programs is optional. Once the applicant passes the background check,

they will be added to the waitlist. This is not a guarantee of eligibility for housing at our Low Income Housing Tax Credit property. It is the applicant's responsibility to read the Tenant Selection Criteria to make sure they meet the eligibility requirements for this property.

Once an applicant is one of the top 20 applicants on the waitlist, they will be asked to return to the YMCA Supportive Housing Campus to complete paperwork to verify their eligibility for our Low Income Tax Housing Tax Credit property. We will attempt to notify applicants 4 times in 10 days that they need to complete this paperwork. If an appointment has not been scheduled by the time the 10 day period expires, the applicant will be removed from our waitlist. Some applicants with eligibility for additional programming may be asked to complete the paperwork verifying their eligibility prior to reaching the top 20 applicants on the waitlist. If an applicant misses their appointment and does not contact us within 48 hours of the missed appointment to reschedule, they will be removed from the waitlist.

WAITING LISTS/ PREFERENCES

Qualified applicants will be placed on a waitlist at the time the application, agreement and disclosure for rental agreement are completed in their entirety and submitted. This waitlist will contain applications in order of time/date that the application was submitted. Preference will be given to persons with a documented disability, persons with documented homelessness, persons with a documented veteran status, and persons at 40% or below of the AMI. Persons who are eligible for and willing to participate in YMCA grant funded supportive services programs, and persons eligible for a federal housing grant, such as Section 8 will be given an additional preference if there is an open spot on one of the approved programs and there is a unit available. There are eight (8) accessible/vision/hearing impaired units available to individuals with a documented need. Of these preferences, persons who need the features of an accessible unit will have first preference for an accessible unit with those features. If a current tenant needs features of an accessible unit, preference will be given to the current tenant over a qualified applicant on the waitlist.

In maintaining compliance with Low Income Housing Tax Credit regulations, the tenants in 28 of the units must have income at or below 40% or less of the AMI. If the number of 40% tenants drops below the 28, preference will then go to the first 40% tenant on the waiting list.

When a unit is going to be available, the first qualified Applicant with a preference will be contacted. If there are no qualified applicants with preferences, the first qualified applicant with no preference will be contacted. YMCA Property Management will attempt contact four times within a period of ten (10) days. Contact will be made by the means the Applicant wrote on his/her application contact sheet (i.e. phone number, email address, mailing address). After a period of ten days with no response or alternative way to contact the Applicant, the qualified applicant will be removed from the waiting list and the applicant's documentation will be moved to a Removed/Rejected Status. Application documents must be completed again after a period of 120 days. If an Applicant has been on the active waiting list for a period of 120 days, application documentation will be required to be updated for the Applicant to remain on the waiting list.

YMCA PROGRAM ELIGIBILITY: YMCA Supportive Housing Campus currently has several programs for which a person may be eligible:

1. Grant Per Diem/Transition In Place (VA): All prospective tenants who are coming from homelessness and are a veteran that have been on active duty for at least one day with a discharge of “honorable” or “other than honorable” are eligible for this optional supportive program. Eligibility is determined by the VA Liaison working with the YMCA Supportive Housing Campus Case Manager. There are 12 spots available on this program. It will be an expectation for participants on this program to meet with this case manager a minimum of two times per calendar month and demonstrate maintenance or improvement of goals. The participant’s rent will come from the VA Rental Assistance
2. Fresh Start-Centralized Intake (Private): As current residents move-out of the YMCA Supportive Housing Campus and into the transitional Graduate Program at an off-site location (pilot program of 5 participants at a time starting in spring 2019), those 5 vacant units will be given a preference and filled by the Polk County Continuum of Care Centralized Intake list. Rental assistance up to \$540 will be provided to participants during their first year on the program. Assistance amounts will be based on the program participant’s gross monthly income. Prospects are still required to be eligible under YMCA Supportive Housing Campus policy and Low Income Housing Tax Credit regulation.
3. Graduate Program (Private): All current residents on the YMCA Graduate Program may be given an additional preference to move back into the YMCA Supportive Housing Campus if it is deemed appropriate by YMCA staff.
4. YMCA Case Management Program (Private): All prospective tenants that are not on another program are eligible for this optional supportive program. If a tenant chooses to accept YMCA Rental Assistance, s/he will be assigned to a case manager. It will be an expectation for participants on this program to meet with this case manager a minimum of two times during the six-month rental agreement and demonstrate maintenance or improvement of goals. The participant’s rental portion will be calculated at 30% of the participant’s income with a monthly maximum YMCA Rental Assistance of \$290 towards the \$540 rent.
5. Section 8 HCV/PBV/VASH (DMMHA): We accept Section 8 Housing Choice Vouchers and VASH vouchers. We also have 12 Project Based Vouchers. Project Based Vouchers duplicate into a Housing Choice Voucher after 1 year and can be used at any apartment that accepts them. For more information on these programs and eligibility requirements, contact the Des Moines Municipal Housing Agency. All Section 8 applicants must complete our application process. We will accept as many Section 8 vouchers as space permits.

ASSETS: All applicants must provide proof of any assets (including, but not limited to: savings or checking accounts, cash on hand, real estate, etc). Accounts may need to be verified or statements provided to determine value and interest earned.

INCOME: All prospective tenants must have (1) verifiable employment in this country, (2) a verifiable source or sources of income, or (3) sufficient documentation of zero income. If the Applicant is self-employed or receives money from non-employment sources, the Applicant must provide a photocopy of a tax return from the previous year, including Schedule C. If the Applicant is newly self-employed and has not yet filed a tax return reflecting self-employment, a financial statement from a certified public accountant verifying employment and income must be provided. Marital status will be verified to determine any potential income from a spouse or joint assets. Divorce decree must be provided if an applicant has been married and divorced.
The YMCA Supportive Housing Campus is a Low Income Housing Tax Credit Project. To be in compliance with these regulations, the tenants in 112 of the 140 units must have income which is 60% or less of the Area Median Income (AMI) and the tenants in 28 units must have income which is 40% or less of the AMI. Applicants may not exceed these limits.

IDENTIFICATION: All Applicants must have a United States or state government-issued photo ID. A social security number or an immigrant tax identification number is additionally required. The YMCA will make a photocopy of the photo ID.

NON-CITIZENS: Applicants who are citizens of another country must provide (1) a current and valid passport or visa; (2) the INS document that entitles the Applicant to be in the United States, AND (3) proof of employment in this country or an I-20 verifying student status and proof of enrollment at a qualifying educational institution.* The YMCA may ask to make a photocopy of any of the Applicant's INS documents, passport, and/or visa.

*If the Applicant cannot provide proof of enrollment at the time the Rental Application is submitted, the Applicant's approval may be, at the sole and absolute discretion of the YMCA, conditioned upon submitting proof of enrollment as soon as it becomes available.

CRIMINAL HISTORY: A criminal history/background check will be done on each and every Applicant. This check will be repeated annually on each and every tenant. Under no circumstances can a waiver be granted to, or a Rental Application accepted from, any new Applicant or current tenant completing an annual recertification who has felony convictions in the areas of homicide-related offenses, kidnapping/abduction-related offenses, or sex-related offenses within the time periods listed below. Applicants with felony convictions in the areas of other crimes against a person, arson, and/or drugs/narcotics that occurred in the

previous ten years will not be accepted. If records are suppressed, the YMCA may, in its sole and absolute discretion, investigate the matter.

	Felony Convictions (years since)
Crimes Against a PERSON	
Assault	10
Family Related	10
Homicide Related	99
Sex Related (forcible)	99
Sex Related (non-forcible)	10
Abduction/Kidnapping	99
Other person-related	10
Crimes Against PROPERTY	
Arson	10
Crimes Against SOCIETY	
Drugs/Narcotics	10
Sex offender registrant	10
Drug/Narcotic sales/manufacturing	10

RENTAL HISTORY:

Previous rental and payment history shall be thoroughly reviewed, and negative rental and/or payment history may not be accepted. Negative rental and/or payment history is described as, but not limited to, any damages owed, rental related debt as described above, delinquent rental payment, and/or evictions filed within the past thirty-six (36) months. An applicant, who has previously been evicted from YMCA Supportive Housing Campus (for causes other than non-payment of rent) must wait 18 months to reapply.

FULL-TIME STUDENT STATUS:

Any applicant certified as a full-time student by his/her institution will not be accepted unless one of the following exemptions is met by the applicant:

1. A student receiving assistance and under Title V of the social Security Act.
2. A student who was previously under the care and placement responsibility of a State Agency responsible for administering a plan under Bart B or Part E of title IV of the Social Security Act .
3. A student enrolled in a job training program receiving assistance under the Job Training Partnership Act or under other similar Federal, State or Local laws.

All applicants and tenants must notify management immediately prior to or at the time they become full-time students. In the event that a tenant becomes a student with full-time status and does not meet one of the exemptions above, he/she may no longer be an eligible tenant. All tenants must annually certify to their student status.

UNIT TRANSFERS

Once a unit is rented, the tenant may not transfer to another unit until the expiration of the then current rental agreement term. The only circumstance that a tenant could transfer to another unit would be if the tenant was living in a typical unit and needed the features of an accessible unit or if the tenant was living in an accessible unit and no longer needed the accessible features.

ACCESSIBLE UNITS

If an Applicant states that s/he would benefit from an accessible unit, the Applicant will be required to provide a letter from a medical professional confirming the need for the features of an accessible unit. If all accessible units are occupied by persons who need the features of the accessible units, the Applicant will be maintained on the waiting list. If a person without the need for the features of an accessible unit is living in a unit with said features and there is a typical unit available, preference will be given to the applicant and the current tenant will be asked to move to the typical unit within 30 days.

*Please note that employees of the YMCA Supportive Housing Campus branch of the YMCA of Greater Des Moines are not eligible to become tenants at the YMCA Supportive Housing Campus during their time of employment. Also, tenants of the YMCA Supportive Housing Campus are not eligible for employment with the YMCA Supportive Housing Campus branch during their time of tenancy.

THE YMCA SUPPORTIVE HOUSING CAMPUS SUPPORTS THE FAIR HOUSING ACT, AS AMENDED, PROHIBITING DISCRIMINATION IN HOUSING BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, FAMILIAL STATUS, CREED, SEXUAL ORIENTATION, GENDER IDENTITY, AND RETALIATION.



Updated 9/01/2020



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I HAVE READ AND UNDERSTAND THE RENTAL POLICIES SET FORTH WITHIN THE YMCA SUPPORTIVE HOUSING CAMPUS TENANT SELECTION CRITERIA AND PLAN.

Applicant Print Name

Applicant Signature

Date

YMCA Staff Signature

Date



YMCA CODE OF CONDUCT

The rules governing the YMCA Supportive Housing Campus are in place for everyone's safety. The YMCA reserves the right to refuse residency to anyone who fails to meet eligibility requirements. Failure to abide by these regulations will constitute a break of the rental agreement.

BEHAVIOR

1. No weapons of any kind.
2. No fighting.
3. No aggressive, disruptive, or threatening behavior.
4. Quiet hours are from 10pm-8am.
5. Respect YMCA, residents, and property; do not take or destroy YMCA property.

SUBSTANCE USE

1. No use or possession of alcohol (including unopened or empty bottles/cans), drugs, or drug paraphernalia on YMCA property.

FIRE CODES

1. No smoking inside (this includes e-cigarettes).
2. Smoking is allowed only in the designated Courtyard area.
3. Do not cover smoke detectors.
4. No open flame (this includes candles and incense).
5. No space heaters.
6. Do not block doors or windows; doors must be able to open all the way to the bumpers.
7. Any appliance or other large item, other than what is provided, must be approved in advance.
8. If oxygen is in use in a unit, a sign must be posted.

HEALTH HAZARDS

1. Must be fully clothed in community areas. This includes tops, bottoms, and shoes.
2. Must regularly practice good hygiene.
3. Staff inspects units for health, safety, and efficiency reasons to remain in compliance with required regulations.
4. YMCA is not responsible for maintaining cleanliness of units under rental agreement; keep unit clean.

VISITORS

1. Must be signed in.
2. Must stay in community area; cannot go to residents' units, unless approved as a professional visitor.
3. Visiting hours: Mon-Fri 8am-8pm, Sat 9am-3pm
4. Residents must stay with visitor at all times.
5. Visitors must follow all YMCA rules.
6. Residents are responsible for their visitor.

RENT

1. Must be current on rent.
2. Keep all receipts.
3. Must have a move-out inspection.
4. Must give written and dated 30-day notice and return key when moving out and surrendering unit.
5. Deposit will be forfeited in the event the term of the rental agreement is not fulfilled.

OTHER

1. No pets.
2. Emergency exits are for emergencies only.
3. Fire alarm- use nearest/safest exit, meet across 9th Street.
4. Tornado warning- report to the first floor and await instructions.
5. Residents must use their key card to enter the building.
6. There will be a charge for replacement key cards.
7. Check mailbox for YMCA communication.
8. It is recommended that there be no financial transactions between residents; staff will not mediate conflicts arising from buying, selling, or trading property.
9. Excessive use of one-shot keys will result in a charge.

I understand and agree to adhere to the above YMCA Supportive Housing Campus Code of Conduct. I understand that if there are revisions to this Code of Conduct I will be given a 30 day notice of the changes and will be required to sign and date the new Code of Conduct.

Resident Signature

Date



YMCA Supportive Housing Campus
2 SW 9th Street
Des Moines, IA 50309
Ph: (515)288-2424 Fax: (515)237-3593

PROGRAM ELIGIBILITY QUESTIONNAIRE

Please note: The following questions are optional and will be used to determine program eligibility. Program eligibility could affect your rental rate and preference on the wait list. All answers will be kept confidential.

General Questions

Name _____

Have you ever experienced homelessness?

YES NO

Section 8 Housing Choice Voucher/VASH

Do you have a Section 8 Housing Choice Voucher or VASH Voucher?

YES NO

VA Grant Per Diem Transition In Place

Are you currently experiencing homelessness?

YES NO

Are you a veteran with at least one day of active duty?

YES NO

If YES, did you receive an honorable, general, or other discharge?

YES NO

FOR OFFICE USE ONLY