

Specific Housing Categories

HIT Foundation has partnered with the Ohio Department of Mental Health and the Federal Home Loan Bank to provide specific housing to those who can verify they qualify. Do you or anyone in your household qualify in one of the following areas?

- Victim of Domestic Violence
- Mental Illness
- Veteran
- Disabled, physically or mentally
- Drug/Alcohol Dependencies

Referrals & Information

Which of the following categories would you like information about today? (Check all that apply)

- Veteran Services
- Domestic Violence Counseling
- Senior Assistance
- Utility Assistance
- Telephone Assistance
- Crisis Hotline / Suicide Prevention
- Grocery Relief / Food Banks
- Mental Health Services
- Christmas Toys for Kids (seasonal)
- Homeless Shelter
- Substance Abuse Services
- School Supply Assistance (seasonal)
- Section 8 / HUD Voucher
- Health Department / Clinics
- _____

Certification

By signing this application, I certify that all the information provided in this application is true and correct. I understand that false material and misrepresentation are cause to deny this application for services and may result in prosecution. I also agree to a credit and background check when my application is selected for an available unit.

I have received, read, and understand my Rights and Responsibilities as a HIT Foundation housing applicant. Furthermore, I understand that just submitting this application will not secure my place on the HIT Foundation waiting list and that I must complete a Good Neighbor/Good Tenant class before being placed on the list per policy passed by Home Is The Foundation's Board of Directors.

Applicant Signature

Date

Co-Applicant Signature

Date

FOR OFFICE USE ONLY

Unit Address: _____

Income Eligible	GN/GT Scheduled	GN/GT Attended	Denied/Added	Unit Available
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- Permanent Supportive
- Transitional
- Working Poor
- Fair Market

Unit Size: _____

Household Size: _____

HIT Foundation Affordable Housing Qualifications



H.I.T. Foundation
Home Is The Foundation

The attached application must be completed in order to be considered for HIT Foundation Affordable Housing. To qualify for HIT Foundation Affordable Housing the **household income must be at least 30% and no more than 80% of the Area Median Income (AMI)**. A credit and background check will be completed. If you do not agree with the disapproval of your application, you must file a written appeal within 48 hours with the Executive Director. The Executive Director will meet with the applicant and make a determination.

AMI: Amounts will change as the AMI for Preble County changes.

Income Limits based on household size:

Income Limit	1	2	3	4	5	6
30% AMI	\$ 17,850	\$ 20,440	\$ 25,820	\$ 31,200	\$ 36,580	\$ 41,960
80% AMI	\$ 47,550	\$ 54,350	\$ 61,150	\$ 67,900	\$ 73,350	\$ 78,800

Rent Amounts

1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
\$ 331 - \$ 433	\$ 496 - \$ 589	\$567 - \$ 662	\$ 607 - \$ 636

In order to pass the credit and background check the prospective tenant must have the following: HIT Foundation has the right to make exceptions in any of these areas:

1. 500 credit score or higher
2. No evictions for 5 years
3. No Felonies for 7 years

What you will need to do:

- Complete the front & back side of the HIT Foundation housing application. Anyone 18 or older who will be residing in the home must sign the back of the application.
- Review your rights and responsibilities
- Sign and date the application letter. (on reverse side)
- Return the signed application letter, application, and income verification to the HIT Foundation.

After returning the HIT Foundation Housing Application you will be placed on our waiting list for HIT Foundation Affordable Housing. Our Affordable Housing units are filled according to our waiting list. ONLY those on our waiting list are eligible for our Affordable housing.

Home Is The Foundation
111 West Somers Street, Eaton, OH 45320
(937) 472-0500 fax: (937) 472-0501

Applicant Agreement



H.I.T. Foundation
Home Is The Foundation

Once you are initially placed on the HIT Foundation Affordable Housing list it is important for you to notify us of any changes such as address, phone, or who will be residing in the rental property so we are able to contact you when appropriate housing becomes available to you.

****Twice a year we will mail you a new application to update your information.** This must be completed and returned to us by the date listed on the letter in order to remain on the list. If we do not receive the updated application by the date listed, your name will be removed from the HIT Foundation Affordable Housing waiting list. Should you choose to re-apply you will need to complete a new application and will be placed at the bottom of the waiting list.

If you are in need of Section 8 housing, please go to Community Action Partnership to complete their application. They are located at 308 Eaton Lewisburg Rd., Eaton.

If you have any questions, please contact us.

I have read and agree with the above information.

Printed Name

Date

Signature

Home Is The Foundation
111 West Somers Street, Eaton, OH 45320
(937) 472-0500 fax: (937) 472-0501

Personal References & Current Landlord Verification



H.I.T. Foundation
Home Is The Foundation

Most Recent Address: _____

Move In Date: _____ Move Out Date: _____

Landlord Information:

Name: _____ Phone: _____

Address: _____

Please list 2 personal references (i.e. family member, friend, manager/coworker, past landlords)

Reference #1

Name: _____ Relationship: _____

Phone: _____ Email: _____

Reference #2

Name: _____ Relationship: _____

Phone: _____ Email: _____

By signing this form, you are giving HIT Foundation permission to contact your references and current landlord.

Printed Name

Signature

Date

Applicant Rights & Responsibilities



H.I.T. Foundation
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Please read all of this information before signing the housing application. If you do not understand any part of this document, ask for help. A copy of this information will be given to you for your records. Throughout this document, the use of the words “you” or “your” means every member of the household for whom you are asking for tenancy.

You Have the Right to a Hearing

You have the right to request a hearing (verbally or in writing) if your application is denied, but you believe you are eligible.

Requests are to be made directly to the Executive Director within 10 days of the action you are appealing.

You Cannot be Discriminated Against based on a Disability

If you have a physical or mental condition that substantially limits one or more major life activities, you may have rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Physical or mental conditions include, for example, a learning disability, mental retardation, a history of drug and alcohol addiction, depression, mobility impairment, or a hearing or vision impairment.

You can let us know if you have a disability. If you cannot do something we ask you to do, we can help you do it or we can change what you have to do. Here are some of the ways we can help:

- We can call or visit if you are not able to come to our office
- We can tell you what things mean
- We can help you appeal.

We Will Help You if English is NOT Your Primary Language

Persons who cannot or have difficulty speaking or understanding the English language are protected against discrimination based on national origin. We may also be able to provide you oral or written translation of documents.

Reporting Responsibilities

It is the applicant’s responsibility to update contact information. If your application is next on the waiting list, we will only make three (3) attempts to contact you. After three failed attempts, your application will be denied.

Your Civil Rights

In accordance with Federal law, Home is the Foundation is prohibited from discriminating on the basis of race, color, national origin, sex, age, familial status, disability or military status. If you believe you have been delayed or denied services for which you were eligible because of your race, color, national origin, sex, age, familial status, disability, or military status, you can contact the following agency with your questions or to file a complaint.

Home is the Foundation

Home is the Foundation
111 W. Somers St.
Eaton, OH 45320
937-472-0500
Fax: 937-472-0501
www.hitfoundation.org



USDA

Director, Office of Civil Rights
Room 326-W, Whitten Building
1400 Independence Avenue, S.W.
Washington, D.C. 20250-9410
Telephone: 202-720-5964

Fair Housing Policy



H.I.T. Foundation

Home Is The Foundation

Home is the Foundation firmly believes that choosing a home directly impacts the hopes, dreams, aspirations, and economic destiny of those involved. Therefore, Home is the Foundation is committed to the letter and spirit of the Federal Fair Housing Act and all other federal and state laws enacted to guarantee a rental market free from discrimination.

The Federal Fair Housing Act prohibits discrimination in housing because of:

- Race, color, or national origin
- Religion
- Sex, gender identity, or sexual orientation
- Familial status (including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under 18)
- Mental or Physical Handicap (Disability)

In the Rental of Housing: Home Is The Foundation will not take any of the following actions based on race, color, national origin, religion, sex, familial status or handicap:

- Refuse to rent or sell housing
- Refuse to negotiate for housing
- Make housing unavailable
- Deny a dwelling
- Set different terms, conditions, or privileges for rental of a dwelling
- Provide different housing services or facilities
- Falsely deny that housing is available for rent
- Deny anyone access to a facility or service related to the rental of housing
- Threaten, coerce, intimidate, or interfere with anyone exercising a fair housing right or assisting other who exercise that right
- Advertise or make any statement that indicates a limitation or preference-based applicant being a member of a protected class.

Disabled Person's Policy for rental applicants:

- Has a physical or mental disability (including hearing, mobility and visual impairments, chronic alcoholism, chronic mental illness, AIDS, AIDS Related Complex and mental retardation) that substantially limits one or more major life activities
- Has a record of such a disability or are regarded as having such a disability

Home Is the Foundation will not:

- Refuse to allow reasonable modifications to their dwelling or common use areas, at their own expense, if necessary for the disabled person to use the housing. However, we may permit changes only if tenant agrees to restore the property to its original condition when they move.
- Refuse to make reasonable accommodations in rules, policies, practices, or services if necessary for the disabled person to use the housing.

However, housing will not be made available to a person who is a direct threat to the health or safety of others or to anyone who knowingly uses illegal drugs.

Occupancy Policy

Home is the Foundation follows HUD's recommended guideline of allowing two persons per sleeping room. Please visit HUD's website for more information: <http://www.hud.gov>

