

## Steps for Renting a Scattered Site Home

The Scattered Sites homes are public housing with HUD rental assistance. The Kearney Housing Agency is the landlord and leases homes to approved eligible families.

The process is:

1. Fill out and return the application to the KHA office (all adults living in the home must sign the application).
2. Upon receiving application, it is placed on the Wait List “apparent eligible,” unless applicant is notified otherwise.
3. As application is closer to the top of the Wait List, applicant will receive a letter to schedule an initial interview. If applicant does not respond within 10 days, the application will be removed from the Wait List.
4. After the initial interview and all verifications are returned, eligibility and suitability is documented and approved (or not approved).
5. If approved, applicant will schedule an appointment with Program Staff to discuss tenant responsibilities and complete a budgeting worksheet.
6. When a house becomes available for new occupancy, the applicant will receive a call to see the unit. A decision to accept or reject the home shown must be made within 24 hours of viewing.
7. If applicant rejects the offer, a “Refusal of Unit” form will be filled out.
8. Upon acceptance, the prospective tenant will sign an agreement to accept the house. A deposit of \$200.00 is required at this time. A date is set for leasing with an effective date of lease.
9. Prior to the lease up date, the tenant must provide verification showing that he or she has paid a deposit and the utilities will be in that family’s name on the effective day of the lease from the City of Kearney, NPPD, and NWPS.
10. Leasing is held at this time. All rules and participant responsibilities are explained as well as signing the lease and other documents.
11. Part of the lease up process will be an inspection of the home with the new tenant. Upon completion, the tenant will then be given the keys.
12. A welcome visit will be set for 30 days after lease effective date.
13. The FSS Coordinator will contact the tenant for enrollment in the program.

Participants pay 30% of their annual anticipated income for rent and utilities. The rent is due the first of the month and delinquent by the fifth of the month and is paid directly to the Kearney Housing Agency. The resident receives a utility allowance and must pay all utilities; water, sewer, gas, electric and trash. The tenant is responsible for mowing, watering and trimming the yard as well as snow removal.

KHA **will** check criminal records.

Eligibility:

Must be a family with dependent children.

Preferences for Scattered Sites are given as the following, and will affect the position of names on the Wait List:

- A. Families who are involuntarily displaced if they are required to vacate housing as a result of:
  - a. A disaster (fire, flood, earthquake, etc.) that has caused the unit to be uninhabitable.
  - b. Federal, state, or local government action related to code enforcement, public improvement or development. (Verification will be required.)

When the applicant is selected from the wait list for the final determination of eligibility, the preference will be verified. If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the wait list without the Local Preference and given an opportunity for a meeting.

If my address changes, I must notify KHA in writing listing my name, social security number, former address, and new address.

**I understand I must respond to all KHA notices within 10 calendar days. Not doing so will result in my application being removed from the Wait List.**