

Requirements for Housing Application Individual Assessment

You do not meet our eligibility criteria as outlined in our Housing Policies and Procedures; you may request an Individual Assessment of your criminal history and subsequent rehabilitation and/or your rental history, mortgage or references. This Individual Assessment will be conducted by a blind panel of staff, and no further appeal of their final decision will be allowed.

To request an Individual Assessment, you must provide the following documents. There is no maximum to the number of documents you may submit, and it is recommended that you submit as many documents as required to wholly explain your household's criminal and/or rental history and proof that your household has sufficiently rehabilitated and is not at high risk of reoffending. Please check off the documents that you have included in your Individual Application packet. Individual Assessment hearings will be held Thursdays each week, as necessary. **Complete Individual Assessment packets must be submitted and received by the Wednesday prior to be heard at the following Thursday's panel.**

Individual Assessment based on Criminal History

Required Documents:

- Personal Statement outlining the circumstances of your arrest(s) and conviction(s), or negative landlord reference, how you have repaid your debt to society, the steps you have taken to rehabilitate yourself, and why you should not be considered at risk of reoffending.
- CHH Housing Application
- Criminal Background Screening Authorization Form and Payment

At Least 3 Additional Documents (Preferred):

- Certificate(s) Showing Completion of or Participation in Rehabilitation Program(s)
- Proof of Enrollment in School or Training Program or Diploma
- Police Report(s) or Incident Report(s)
- Proof of Stable Routine Such as current consistent employment, volunteer work, program participation, etc.

(Acceptable):

- Letters of Recommendation or Statements from Social Workers, Parole Officers, Judges, Advocates, Employers, etc.

Individual Assessment based on Rental history, Mortgage or References

Required Documents:

- Personal Statement outlining the circumstances of your rental history, please address any issues which may have led to a negative (or lack of) reference from a present or past landlord. Please explain circumstances and how issues were resolved.
- CHH Housing Application
- Criminal Background Screening Authorization Form and Payment

At Least 3 Additional Documents (Preferred):

- Proof of payment for outstanding balances.
- Police Report(s) or Incident Report(s)
- Proof of Stable Routine Such as current consistent employment, references from neighbors, volunteer work, program participation, etc.

(Acceptable):

- Letters of Recommendation or Statements from Social Workers, Parole Officers, Judges, Advocates, Employers, etc.