

Central Florida Community Development Corporation, Inc.
847 Orange Avenue, Daytona Beach, Florida 32114
(386) 258-7520

Tenant Selection Process

Central Florida Community Development Corporation (CFCDC) provides affordable housing opportunities to low and moderate income families/persons. CFCDC will not discriminate or exclude any person from participation in any program or activity offered based on race, color, age, religion, sex, national origin, family status or handicap.

Application Packet Includes:

- CFCDC Application (used to collect household size and income information)
- Release of Information Form, allowing CFCDC to check credit and conduct a background screening.
- Verification of Employment and Deposits (third party verification)
- Previous Landlord Worksheet (third party verification)

Applicants Must:

- **Have a satisfactory credit report** (no more than 30 days past due on current obligations and no defaults on loan payments.)
- **Meet all income guidelines** (HUD income guidelines)
- **Have a satisfactory report from previous landlord** (no damages or unpaid rent)
- **Have a satisfactory background check** (no felony or drug related convictions for all household members)
- **Have a household size is not greater than two times the number of available bedrooms** (does not apply to children under 2 years of age)
- **Be willing to sign a one (1) year lease** (after satisfactory reports)
- **Have the means to pay first and last months rent as well as the required security deposit amount, prior to moving in to rental unit.**

Applicants not meeting requirements:

- Will be informed by letter and their application will be filed in the “application denied” file (applicants can file an appeal with CFCDC’s President & CEO).
- In the event the available unit does not have adequate bedroom space for a family, the rental application will be kept in the, “waiting list” file until an appropriate unit becomes available.

Appeals Process:

- Within 10 days of rental application denial write a letter to:
CFCDC
Attn: President & CEO
P.O. Box 15065
Daytona Beach, Florida 32115
- Letter must state:
-How applicant felt unfairly treated
- Material facts that would contradict the basis of the Housing Services Department’s recommendation to deny the applicant.
- The President & CEO will give the applicant and Housing Department an opportunity to present both their positions
- The President & CEO will make a final determination of the case based on the facts presented.
- Applicants not satisfied with the President & CEO’s decision may appeal to CFCDC’s Board Chairperson.

Waiting List:

Applications will be kept on waiting list for six (6) months. After six months the applicant will be contacted in order to update the application information. Applicants not responding with updated information will have their application packet discarded.

I/We, _____, understand the above tenant selection process explained by _____, CFCDC representative.

Applicant

Date

Co-Applicant

Date

CFCDC Representative

Date