

## **ADU RENTAL PROGRAM PRE-SCREENING**

**The answers to the screening questions below will determine if you are potentially eligible for the ADU Rental Program. Spouses must apply as Applicant and Co-Applicant. All members of the household must provide one form of identification. Married and Co-Habiting couples are required to apply as Applicant and Co-Applicant.**

### **1. Income and Family Size (Fill out A, B, & C)**

A. Applicant Name: \_\_\_\_\_

B. Family Size: \_\_\_\_\_ (Includes adults and children who will be living in the apartment to be rented.)

C. Total Annual Gross Income From All Sources: \_\_\_\_\_

(Income includes full-time, part-time jobs, overtime, shift differentials, child support, alimony etc.) Please be advised that you will be required to document all sources of income at application with a Verification of Employment Form, paystubs, proof of receipt of child support and gift money, if received, for the most recent three months and documentation of any other income received. Household members (except applicant and co-applicant) 18 years and older who are full-time students (12 credits or more) will not include their income since income for full-time students is not counted for the ADU Rental Program. If you are self-employed, please see the supplemental "Required Documentation for Persons who are Self-Employed" form for how to calculate annual income.

The Chart below indicates Family Size across the top of the chart and the minimum (30%) and the maximum (50%) income guidelines along the side of the chart. For example, if you are a three-person household, you must earn at least \$41,850 (30%) but not more than \$69,650 (50%).

**(HUD Effective April 1, 2024)**

<b>% of Median Income</b>	<b>1 Person Household</b>	<b>2 Person Household</b>	<b>3 Person Household</b>	<b>4 Person Household</b>	<b>5 Person Household</b>	<b>6 Person Household</b>	<b>7 Person Household</b>	<b>8 Person Household</b>
<b>30%</b>	\$32,550	\$37,200	\$41,850	\$46,450	\$50,200	\$53,900	\$57,600	\$61,350
<b>40%</b>	\$43,350	\$49,550	\$55,750	\$61,900	\$66,900	\$71,850	\$76,800	\$81,750
<b>50%</b>	\$54,150	\$61,900	\$69,650	\$77,350	\$83,550	\$89,750	\$95,950	\$102,150

Attention: If you are not income-eligible based upon family size according to the chart above, do not proceed further. You are not eligible for the ADU Rental Program.

### **2. Do all members of the household have a form of identification? (Circle One) Yes or No**

The following is a list of accepted documents (see supplemental Identification Document List for details):

**One of the following:**

- U.S. Passport or U.S. Passport Card;
- Permanent Resident Card or “Green Card” (Either a 2-Year or 10-Year Green Card is acceptable);
- Form N-550, Certificate of Naturalization from the Department of Homeland Security
- Foreign Passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa;
- Employment Authorization Card;
- Certificate of Birth abroad issued by the Department of State (Form DS-1350);
- Certification of Report of Birth issued by the Department of State (Form DS-1350);
- Copy of a birth certificate issued by a State, County, Municipal authority or territory of the U.S. bearing an official seal;
- Native American tribal document;
- U.S. Citizen ID Card;
- Driver’s license or ID card issued with a photograph issued by a State;
- School ID card with a photograph;
- Voter Registration Card;
- U.S. Military Card or Draft Record.

You will be required to document your proof of identification at application.

Attention: If you answered “NO” to the question above, do not proceed further. You are not eligible for the ADU Rental Program.

**3. Homeownership: Do you currently own a home anywhere? (Circle One) Yes or No**

Attention: If you answered “Yes” to the question above, do not proceed further. You are not eligible for the ADU Rental Program.

**4. Marital Status (Circle One) - Never Married, Married, Separated, Divorced, Widow.**

For separated or divorced applicants, you will be required to document your marital status.

**\* Print Pre-Screen Form and submit with Application Paperwork.**

**\*\* Attention: If you believe you are program eligible based upon your answers to the questions above, print the ADU Program Checklist and gather all of the paperwork on this checklist prior to completing the on-line application. You will need all of the paperwork on the ADU Program Checklist to complete the on-line application.**

**\*\*\* ADU Rental communities REQUIRE a criminal background check.**

If you require a reasonable accommodation for any type of disability or need language assistance in order to participate in Department of Housing & Community Development programs, please contact [housing@loudoun.gov](mailto:housing@loudoun.gov) or (703)737-8323/TTY-711). Three business days advance notice is requested.