



**WEST PALM BEACH COMMUNITY REDEVELOPMENT AGENCY  
Residential Leasing Program - Policy and Application**

Thank you for your interest in the West Palm Beach Community Redevelopment Agency’s Residential Leasing Program. **Applicants are instructed to carefully review all program participation requirements.** Should you desire to apply for the program, please complete and submit this application in accordance with the instructions outlined below.

**INSTRUCTIONS**

1. Review **Section 1 – Program Overview**.
2. Complete **Section 2 – Applicant and Household Information**.
3. Review and sign **Section 3 - Statements and Disclosures**.
4. Complete **Section 4 - Required Documents** and attach copies of all requested documentation.
5. Authorize your application submission by signing the space at the bottom of this page.
6. Submit your application and all supporting attachments to [cra@wpb.org](mailto:cra@wpb.org).
7. Complete your RentSpree credit and background check when prompted.

For questions, please contact Brad Nella, CRA Real Estate Manager, at 561-822-1409 or [bnella@wpb.org](mailto:bnella@wpb.org).

The applicant hereby acknowledges that completion of a rental application and/or payment of any fees related to the rental application does not guarantee approval or final selection. In addition, any fees related to the application process are non-refundable. Further, the applicant declares under penalty of perjury that the Information provided in this application and in any attachments herein are true and correct. *(28 U.S.C. 1746)*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

West Palm Beach CRA  
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**SECTION 1 - PROGRAM OVERVIEW**

Purpose

The CRA Residential Leasing Program is designed to provide rental housing units at an affordable rate, to eligible applicants, whenever opportunities become available.

Application Process

All applications will be processed on a first-come-first-qualified basis, and all applicants must meet program eligibility criteria. All units are subject to availability. CRA will advertise any units available via its website or other publishing channels.

Applications may be made available online at [wpb.org/CRA](http://wpb.org/CRA) or requested by emailing the current CRA Real Estate Manager.

Only completed applications will be reviewed. Completed applications consist of:

- A. A complete application form.
- B. All required supporting documentation.
- C. A complete background and credit screening.

Incomplete applications will need to be resubmitted and the applicant's position in the queue will then be reset to the new completed application date. Failure to provide all mandatory documentation can result in disqualification or delay of application review.

Maximum Income Limits and Maximum Rents Established

- The CRA strives to offer a mix of units between 60%-100% of Palm Beach County's Area Median Income (AMI).
- Income (AMI) limits established annually by the Florida Housing Finance Corporation according to the U.S Department of Housing and Urban Development.
- The rental rates for any of the CRA units shall be governed by the table below and are subject to change every year.
- Before applying, applicants are advised to check their income eligibility based upon the number of rooms in the unit.

**2025 INCOME LIMITS AND RENT LIMITS**

Example: 60- 70% AMI limits for a 1 Person Household for 2 Bedroom = \$49,140 (min.) - \$57,330 (max.)

Example: 60- 70% AMI limits for a 2 Person Household for 2 Bedroom = \$56,160 (min.) - \$65,520 (max.)

County (Metro)	Percentage Category	Income Limit by Number of Persons in Household										Rent Limit by Number of Bedrooms in Unit					
		1	2	3	4	5	6	7	8	9	10	0	1	2	3	4	5
Palm Beach County (West Palm Beach- Boca Raton HMFA)	20%	16,380	18,720	21,040	23,380	25,260	27,140	29,000	30,880	32,732	34,602	409	438	526	608	678	748
	25%	20,475	23,400	26,300	29,225	31,575	33,925	36,250	38,600	40,915	43,253	511	548	657	760	848	935
	28%	22,932	26,208	29,456	32,732	35,364	37,996	40,600	43,232	45,825	48,443	573	614	736	851	949	1,047
	30%	24,570	28,080	31,560	35,070	37,890	40,710	43,500	46,320	49,098	51,904	614	658	789	912	1,017	1,122
	33%	27,027	30,888	34,716	38,577	41,679	44,781	47,850	50,952	54,008	57,094	675	723	867	1,003	1,119	1,235
	35%	28,665	32,760	36,820	40,915	44,205	47,495	50,750	54,040	57,281	60,554	716	767	920	1,064	1,187	1,309
	40%	32,760	37,440	42,080	46,760	50,520	54,280	58,000	61,760	65,464	69,205	819	877	1,052	1,216	1,357	1,497
	45%	36,855	42,120	47,340	52,605	56,835	61,065	65,250	69,480	73,647	77,855	921	987	1,183	1,368	1,526	1,684
	50%	40,950	46,800	52,600	58,450	63,150	67,850	72,500	77,200	81,830	86,506	1,023	1,096	1,315	1,520	1,696	1,871
	60%	49,140	56,160	63,120	70,140	75,780	81,420	87,000	92,640	98,196	103,807	1,228	1,316	1,578	1,824	2,035	2,245
	70%	57,330	65,520	73,640	81,830	88,410	94,990	101,500	108,080	114,562	121,108	1,433	1,535	1,841	2,128	2,374	2,619
	80%	65,520	74,880	84,160	93,520	101,040	108,560	116,000	123,520	130,928	138,410	1,638	1,755	2,104	2,432	2,714	2,994
	90%	73,710	84,240	94,680	105,210	113,670	122,130	130,500	138,960	147,294	155,711	1,842	1,974	2,367	2,736	3,053	3,368
	100%	81,900	93,600	105,200	116,900	126,300	135,700	145,000	154,400	163,660	173,012	2,047	2,193	2,630	3,040	3,392	3,742
110%	90,090	102,960	115,720	128,590	138,930	149,270	159,500	169,840	180,026	190,313	2,252	2,413	2,893	3,344	3,731	4,116	
120%	98,280	112,320	126,240	140,280	151,560	162,840	174,000	185,280	196,392	207,614	2,457	2,632	3,156	3,648	4,071	4,491	
140%	114,660	131,040	147,280	163,660	176,820	189,980	203,000	216,160	229,124	242,217	2,866	3,071	3,682	4,256	4,749	5,239	
Median:	111,800																

Other Eligibility Criteria

- Applicants must be at least 18 years of age or older.
- Applicants must currently be employed within the city limits of West Palm Beach.
- Applicants must have a gross annual household income which does not exceed the established maximum income.
- Applicants must meet all other leasing criteria required by the CRA.

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**SECTION 2 – CRA RESIDENTIAL LEASING APPLICATION**

HOUSEHOLD INFORMATION			
Household Size:	Annual Household Income (gross)		
	\$		
APPLICANT INFORMATION			
First Name:	Last Name:		
Street Address:	City:	ST:	Zip:
By signing this box, you authorize consent for credit and background screening by Rentspree (\$39.00)	Please describe number and type of pets (if any):		Last 4 SSN:
Sign:			xxx-xx - _____
Marital Status :	Date of Birth :	Employment Status:	
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	____/____/____ MM DD YYYY	<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Disabled	
Address of Unit You are Applying For:	Preferred Move-In Date:	Cell Phone:	
CO - APPLICANT INFORMATION			
First Name:	Last Name:		
Street Address:	City:	ST:	Zip:
By signing this box, you authorize consent for credit and background screening by Rentspree (\$39.00)	Cell Phone:		Last 4 SSN:
Sign:			xxx-xx - _____
Marital Status :	Date of Birth:	Employment Status :	
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	____/____/____ MM DD YYYY	<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Disabled	
COMPLETE FOR ALL OTHER MEMBERS THAT WILL BE RESIDING IN PROPERTY			
Household Member (First Name, Last Name)	Date of Birth	Relationship	Social Security Number
			xxx-xx - _____
			xxx-xx - _____
			xxx-xx - _____
			xxx-xx - _____
			xxx-xx - _____
			xxx-xx - _____
STAFF USE ONLY			
Reviewed By:		Date:	

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**SECTION 3 – STATEMENTS AND DISCLOSURES**

Public Records Disclosure

Information provided by the applicant may be subject to Chapter 119, Florida Statutes regarding Open Records. Information provided by you that is not protected by Florida Statutes can be requested by any individual for their review and/or use. This is without regard as to whether you qualify for the program(s) for which you are applying.

Notice of Collecting Social Security Number

The City collects your social security number for several purposes. The Florida Public Records Law (specifically, section 119.071(5), Florida Statutes (2007), requires the City to give you this written statement explaining the purpose and authority for collecting your social security number.

Your Social Security Number is being collected for the purposes of income, certifying you for the CRA's Program which requires third-party verification of assets, employment and income. In addition, this information may be collected to verify unemployment benefits, social security/disability benefits and other related information necessary to determine income and assets and your eligibility for the program that is funded by local, Federal and/or State program dollars. Your social security number will not be used for any other intended purpose other than verifying your eligibility for the CRA's program.

Conflict of Interest Disclosure

In accordance with 24 CFR 570.611 applicants can be denied participation in the CRA Residential Leasing Program if a conflict of interest exists. A conflict of interest exists if an applicant is an employee, agent, consultant, officer, elected official or appointed official of the recipient or subrecipients and the applicant currently or within the past 12 months:

- Exercises or has exercised any functions or responsibilities with respect to funds for this program.
- Participates or has participated in the decision-making process related to funds for this program.
- Is or was in a position to gain inside information regarding program activities.

A conflict of interest may also arise if an applicant for assistance is related by family or has business ties to any employee, officer, elected or appointed official or agent of a unit of local government who exercises any functions or responsibilities with respect to the CRA Residential Leasing Program. When a conflict of interest or perceived conflict of interest exists, the applicant must acknowledge the conflict.

**Please read statements 1 and 2 and initial the statement that applies to you.**

\_\_\_\_\_ 1. A conflict of interest DOES NOT EXIST as it relates to the CRA Residential Leasing Program.

\_\_\_\_\_ 2. A conflict of interest DOES EXIST as it relates to the CRA Residential Leasing Program.

If you initialed statement #2 please explain the Conflict of Interest:

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Certification Statements

\_\_\_\_\_The applicant(s) certifies that all information provided in this application and all information furnished in support of this application (including the asset, liability, and insurance disclosure forms attached hereto) is provided for the purpose of obtaining housing rehabilitation assistance and is true correct, and complete to the best of the applicant's knowledge and belief.

\_\_\_\_\_The applicant(s) understands that information in this application will be used to determine if the applicant is eligible for assistance and the amount of housing rehabilitation assistance to be provided. Applicant(s) understand(s) that the information provided is needed to determine assistance eligibility and in no way guarantees approval. The applicant(s) also agrees to provide any other documentation needed to verify eligibility.



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**SECTION 4 - REQUIRED DOCUMENTS**

The documents listed below must be submitted with your completed application, which consists of a completed application form AND all the applicable supporting documentation as listed below. Some of the requested information may not pertain you. Only provide the information that pertains to your household. Additional information will be verified by third-party service.

**The CRA shall determine the household's annual income by adding all the sources of income for all members over the age of 18 and converting the reported income into an annual figure.**

**1. Proof of Income.**

- Two (2) months of your most recent paystubs or earnings statements showing the employees' name, gross pay per pay period, deductions, and frequency of pay for every household member over 18 years old.
  - Self-Employment tenants' income shall be reported by accountant or bookkeeper's statement of net income expected for the next 12 months printed on the accountant/bookkeeper's company letterhead ; or a notarized, sworn statement, from the self-employed individual, of net income expected for the next 12 months.
  - If a household member over 18 receives Social Security, Supplemental Security Income (SSI), and/or Disability benefits. An annual award or benefit notification letter prepared and signed by the authorizing agency shall be provided.
  - Unemployed household members over the age of 18 shall provide a notarized, sworn statement from the household member stating that unemployment benefits are not received and he/or she does not receive any income.

**2. Social Security Card.** Social Security Cards for all household members. The City will review the original social security card; however, a copy will not be kept in the program file.

**3. Photo Identification.** Provide photo ID for all household members over the age of 18.

**4. Proof of citizenship or legal alien status documents.**

- A. United States of America birth certificate
  - B. Naturalization papers
  - C. Alien registration card
- or  
or

**5. Background Screening.** A completed RentSpree background and credit screening is required. You may be emailed a link upon receipt of your application to complete this screening. Please note: the applicant is responsible for the non-refundable fee of \$39.00 to be paid directly to RentSpree. All pages of this report must be submitted with the completed application.

For questions, please contact Brad Nella, CRA Real Estate Manager, at 561-822-1409 or [bnella@wpb.org](mailto:bnella@wpb.org) .

