



**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

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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 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).
- Applicants’ gross annual income shall be no more than 80% of the Area Median Income (AMI) limits established annually by the Palm Beach County Workforce Housing Program (WHP).
- 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.

As of July 1, 2025, the PBC Median Family Income (MFI) established was \$111,800

WHP Income Category		Studio	1 BR	2 BR	3BR	4BR	
Low	60-70% of MFI	\$67,080 - \$78,260	\$1,228 - \$1,433	\$1,316 - \$1,535	\$1,578 - \$1,841	\$1,824 - \$2,128	\$2,035 - \$2,374
	>70-80% of MFI	>\$78,260- \$89,440	\$1,433 - \$1,638	\$1,535 - \$1,755	\$1,841 - \$2,104	\$2,128 - \$2,432	\$2,374 - \$2,714
Moderate 1	>80-90% of MFI	>\$89,440 - \$100,620	\$1,638 - \$1,842	\$1,755 - \$1,974	\$2,104 - \$2,367	\$2,432 - \$2,736	\$2,714 - \$3,053
	>90-100% of MFI	>\$100,620- \$111,800	\$1,842 - \$2,047	\$1,974 - \$2,193	\$2,367 - \$2,630	\$2,736 - \$3,040	\$3,053 - \$3,392
Moderate 2	>100-110% of MFI	>\$111,800 - \$122,980	\$2,047 - \$2,252	\$2,193 - \$2,413	\$2,630 - \$2,893	\$3,040 - \$3,344	\$3,392 - \$3,731
	>110-120% of MFI	>\$122,980- \$134,160	\$2,252 - \$2,457	\$2,413 - \$2,632	\$2,893 - \$3,156	\$3,344 - \$3,648	\$3,731 - \$4,071
Middle	>120-130% of MFI	>\$134,160 - \$145,340	\$2,457 - \$2,662	\$2,632 - \$2,852	\$3,156 - \$3,419	\$3,648 - \$3,952	\$4,071 - \$4,410
	>130-140% of MFI	>\$145,340- \$156,520	\$2,662 - \$2,866	\$2,852 - \$3,071	\$3,419 - \$3,682	\$3,952 - \$4,256	\$4,410 - \$4,749

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 80% AMI.
- 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	
Cell Phone Number:	Preferred Move-In Date:		
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:	

West Palm Beach CRA  
Residential Leasing Program - Policy and Application

**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:

\_\_\_\_\_  
\_\_\_\_\_

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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Residential Leasing Program - Policy and Application

**WARNING:** Section 1001 of Title 19 of the U.S. code makes it a criminal offense to make willful false statements or misrepresentation to any department or agency of the United States as to any matter within jurisdiction. The information provided in this application is true and correct as of the date set forth opposite my signature and that may intentional or negligent misrepresentation of this information contained in the application may result in civil liability, and /or in criminal penalties including, but not limited to, fine or imprisonment or both.

Signature of Applicant	Print Name	Date
Signature of Co-Applicant	Print Name	Date

*Authorization for Release of Information - Complete for all Household Members over the age of 18.*

I \_\_\_\_\_, the undersigned, hereby authorize release without liability, information regarding my/our employment income, and/or assets to **West Palm Beach Community Redevelopment Agency (CRA)** for the purposes of verifying information provided, as part of determining eligibility for assistance under the **CRA Residential Leasing Program**. I understand that only information necessary for determining eligibility can be requested.

Types of information to be verified:

Verifications that may be requested are, but not limited to: personal identification, employment history, hours worked, salary and payment frequency, commissions, raises, bonuses, and tips; cash held in checking/savings accounts, stocks, bonds, certificate of deposits (CD), Individual Retirement Accounts (IRA), interest, dividends, etc.; payments from Social Security, annuities, insurance policies, retirement funds, pensions disability or death benefits; unemployment, disability and/or worker’s compensation; welfare assistance; net income from the operation of a business; and, alimony or child support payments, etc.

Criminal background checks will be performed to determine eligibility.

Organizations/Individuals that maybe asked to provide written/oral verification are, but not limited to:

- |   |                                       |
|---|---------------------------------------|
| Past/Present Employers                      | Alimony/Child/Other Support Providers |
| Banks, Financial or Retirement Institutions | Social Security Administration        |
| State Unemployment Agency                   | Veterans Administration               |
| Welfare Agency                              |                                       |

Agreement to Conditions

I agree that a photocopy of this authorization may be used for the purposes stated above. I understand that I have the right to review this file and correct any information found to be incorrect.

Signature	Print Name	Date
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*NOTE: This general consent may not be used to request a copy of a tax return. If one is needed, contact your local IRS office for Form 4506. Request for Copy of Tax Return and prepare and sign separately.*

**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.**

- Four (4) 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 or
- B. Naturalization papers or
- C. Alien registration card

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) .

