

**National Place Apartments
1810 National Ave.
Indianapolis, IN 46227**

TENANT SELECTION PLAN

This property contains 14 subsidized units. The units are designated, under the PRAC 811 project type, to serve a disabled resident population. Qualifying economic income limits are Very Low and Extremely Low as published by HUD each year for Indianapolis, IN.

1. Fair Housing and Equal Opportunity Requirements

- A. It is this property's policy to comply with Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights act of 1968, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, Fair Housing Act Amendments of 1988, E.O. 13166 and any legislation or HUD directives protecting the individual rights of applicants, residents, or staff which may subsequently be enacted.
- B. The property will not discriminate because of race, color, sex, familial status, religion, handicap, disability, national origin, actual or perceived sexual orientation, gender identity, marital status or any other classes protected by federal, state or local regulations or laws in the leasing, rental, or other disposition of housing in any of the following ways:
- (1) Deny to any household the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs,
 - (2) Provide housing which is different than that provided others,
 - (3) Subject a person to segregation or disparate treatment,
 - (4) Restrict a person's access to any benefit enjoyed by others in connection with the housing program,
 - (5) Treat a person differently in determining eligibility or other requirements for admission,
 - (6) Deny a person access to the same level or services, or
 - (7) Deny a person the opportunity to participate in a planning or advisory group which is an integral part of the housing program.
- C. It is the policy of this property, pursuant to Section 504 of the Rehabilitation Act (if applicable) and the Federal Fair Housing Act to provide reasonable accommodations and modifications upon request to all applicants, residents, and employees with disabilities.

The property will not discriminate because of race, color, sex, familial status, religion, handicap, disability, national origin, actual or perceived sexual orientation, gender identity, marital status or any other classes protected by federal, state or local regulations or laws. Questions and inquiries regarding applicant treatment relative to Section 504 of the Rehabilitation Act of 1973 should be addressed by mail to the following person, responsible for related policies: Carson Hayes, CEO/ Hayes-Gibson, 320 W. 8th St, Suite 216, Bloomington, IN 47404.



The property will do its due diligence to identify and eliminate situations or procedures which create a barrier to equal housing opportunity for all. In accordance with Section 504, the Property will make reasonable accommodations for individuals with handicaps or disabilities as well as for individuals with limited English proficiency (applicants or residents).

- D. Questions and inquiries regarding applicant treatment relative to Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Executive Order 11063, E.O. 13166 or the Fair Housing Act Amendments of 1988 should be addressed by mail to the following person, responsible for related policies: Carson Hayes, 5665 West State Rd, Bloomington, IN 47404. This person is not directly involved in the day-to-day decision-making process involving admitting applicants to the property.

2. Privacy Policy

It is the policy of the property to guard the privacy of individuals conferred by the Federal Privacy Act of 1974 and to ensure the protection of such individuals' records maintained by the property. Therefore, neither the property nor its agents will disclose any personal information contained in its records to any person or agency unless required by law, or unless the individual about whom information is requested will give written consent to such disclosure.

This privacy policy in no way limits the property's ability to collect such information as it may need to determine eligibility, compute rent, or determine an applicant's eligibility for tenancy. Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained regarding handicap or disability will be treated in a confidential manner.

3. General Eligibility Requirements

Applicants must meet the following requirements to be eligible for occupancy and housing assistance at the property:

- A. The family's annual income must not exceed the Very Low income limits, based on family size. Income eligibility must be determined prior to approving applicants for tenancy.
- B. Social Security number requirements:
- (1) In order to determine eligibility and offer a unit, HUD requires every household member, including live-in aides, foster children and fostered adults to have a Social Security Number (SSN) unless the individual has an Exemption as noted in [2] below.

In addition, the applicant family must provide (for management to copy) a valid Social Security card issued by the Social Security Administration for each household member.

- If the household member cannot produce his/her valid Social Security card, at least one of the following alternative documents must be provided as documentation:
 - An original document issued by a federal or state government agency which shows the person's name and SSN along with other identifying information (i.e. SSA benefit award letter)
 - Driver's license that shows the Social Security Number
 - Earnings statement on payroll stubs



- Bank statement or Form 1099
- Retirement benefit letter
- Life insurance policy or court records
- Other evidence that HUD designates as acceptable

Documents that are not originals, or that have been altered, are mutilated or are illegible, or that appear to be forged, will be rejected. In this case, management will explain the reason why the document is not acceptable, and will request the submission of acceptable documentation within a reasonable time frame, prior to a unit being offered.

After making a copy of the Social Security card the original will be returned to the applicant. After the electronic transmission of the Move-In certification, the SSN will be verified via the EIV computer matching program with the Social Security Administration, and a copy of that verification (EIV Income Summary Report) will be retained in the tenant file.

(2) Exemptions:

- Individuals who acknowledge that they are not entitled to housing assistance because they do not have eligible immigration status. If the State of Indiana should prohibit a Head of Household with ineligible immigration status from executing a lease, and the Head is ineligible, the family cannot be offered a unit.

Individuals who acknowledge that they are not entitled to housing assistance because they do not have eligible immigration status must sign a form, containing the penalty of perjury clause, certifying to that effect. This certified statement will be kept in the tenant file to support the SSN disclosure exception.
- Household members who were age 62+ as of 1/31/10 AND whose initial determination of eligibility had already begun prior to 1/31/10
 - Persons who previously lived in either a Public and Indian Housing or Multifamily HUD-assisted program will have 50058 or 50059 move-in certifications, with effective dates to support this exception. Documentation must be obtained from the prior property (not from the applicant) and will be kept in the tenant file.
 - Exemption status for these individuals remains valid, even when the person moves to another HUD-assisted program, and/or if there is a break in tenancy.
- Household members under the age of 6 who do not yet have Social Security Numbers assigned to them and who have been added to the household within the six months prior to being offered a unit. While these applicant households may be offered a unit and move into the property, the family must provide Social Security Numbers for the children under age 6 within 90 (ninety) days in order to continue to receive HUD subsidy. This may be extended for an additional 90 (ninety) days if the SSN cannot be obtained for reasons beyond the household's control.

(3) Timeframes for providing Social Security Numbers and documentation



- Although applicants are not required to provide Social Security Number documentation when the application is submitted, documentation for all non-exempt household members must be provided before a household can be housed.
- If there is missing SSN documentation for any non-exempt household member when the household reaches the top of the waiting list and a unit is available, then the household will be skipped, in order to admit the next eligible household.
 - The skipped applicant household may keep its position on the waiting list for 90 days from the date they are first offered a unit, to allow them time to provide acceptable SSN documentation.
 - After 90 days, if any household member has not provided SSN documentation, the household will be determined as ineligible and will be removed from the waiting list.

(4) Adding household members after move-in:

- For a new member, regardless of age, who has a social security number, SSN documentation must be provided no later than the processing of the certification that adds the new person to the household.
 - If the new member is a child under 6 without a social security number, the household has 90 days to provide SSN documentation. An additional 90 days will be granted only if failure to provide documentation is due to circumstances beyond the tenant's control.
 - During this time, the child will appear on tenant certifications with all appropriate benefits and deductions and a TRACS ID will be assigned by HUD.
 - When the SSN documentation is provided, an interim certification will be processed to change the TRACS ID to the verified SSN.
 - If acceptable SSN documentation is not provided by the deadline date, eviction proceedings will begin to terminate tenancy of the household, since the household will be in non-compliance with its lease.
- A. All adults, as well as any emancipated minors who are the Head, Spouse or Co-Head in each applicant family must sign and date all required consent forms for verification purposes, including an Authorization for Release of Information (HUD 9887/9887A), prior to receiving assistance and annually thereafter.
- D. The unit for which the family is applying must be the only residence of each household member.
- E. An applicant must agree to pay the rent required by the program under which the applicant will receive assistance.
- F. Eligible Households

(1) Eligible households must be composed of:

- (a) One or more persons, at least one of whom is age 18 years or older with a disability;
- (b) Two or more persons with disabilities living together, or one or more such persons who live(s) with someone else who is determined by HUD (based on verification



- from an appropriate medical professional) to be important to their care or well-being,
or
- (c) The surviving member or members of a household meeting the description in (1),
who were living in the unit with the deceased member at the time of his/her death.
- (2) A person with a disability is defined as:
- (a) Any adult having a physical, mental or emotional impairment that is expected to be
of long-continued and indefinite duration, substantially impedes his/her ability to live
independently, and is of a nature that such ability could be improved by more
suitable housing conditions.
- (b) A person with a developmental disability, who has a severe chronic disability that:
- (i) is attributable to a mental or physical impairment or combination of such
impairments;
 - (ii) is manifested before the person attains age 22;
 - (iii) is likely to continue indefinitely;
 - (iv) results in substantial functional limitation in three or more of the following areas
of major life activity:
 - (A) Self care,
 - (B) Receptive and expressive language,
 - (C) Learning,
 - (D) Mobility,
 - (E) Self-direction,
 - (F) Capacity for independent living,
 - (G) Economic self-sufficiency, and
 - (H) Reflects the person's need for a combination and sequence of special,
interdisciplinary, or generic care, treatment, or other services of lifelong or
extended duration, and are individually planned and coordinated.
- (c) A person with a chronic mental illness, i.e. who has a severe, persistent mental or
emotional impairment that seriously limits his/her ability to live independently, and
whose impairment could be improved by more suitable housing conditions.
- (d) A person infected with HIV who is disabled as a result, and a person suffering from
alcoholism or drug addiction, as long as they meet the definition of "person with
disabilities". A person whose sole impairment is a diagnosis of HIV positive, or
alcoholism, or drug addiction (i.e. does not meet the qualifying criteria) is not eligible
for occupancy in a Section 811 project.
- (4) Adult children are not permitted to move in after initial occupancy unless they are
eligible to be Live-In Aides and perform those functions.

G. Student Eligibility

An individual enrolled as either a part-time or full-time student at an institution of higher
education for the purpose of obtaining a degree, certificate, or other program leading to a
recognized educational credential must meet all of the following criteria to be eligible:

- (1) Be of legal contract age under state law, and



- (2) Have established a household separate from parents or legal guardians for at least one year prior to application, or meet the U.S. Dept. of Education's definition of an independent student, and
- (3) Not be claimed as a dependent by parents or legal guardians under IRS regulations, and
- (4) If not a "Vulnerable Youth", obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support, even if no assistance will be provided.

An Independent Student who meets one of the criteria below is considered to be a "vulnerable youth":

- Is an orphan, in foster care, or a ward of the court - or was one of those at any time when s/he was age 13 or older, or
- Is (or was, immediately prior to the age of majority) an emancipated minor or in legal guardianship, determined by a court in his/her State of legal residence, or
- Was either an unaccompanied youth (homeless) or at risk of homelessness and was self-supporting during the school year in which the application was submitted, verified as noted above
- For vulnerable youth:
 - The tax return requirement only applies to providing the student's tax returns and not that of the student's parents, and
 - A written certification of income provided is not required by the student's parent(s).

If an ineligible student is a member of an applicant (or an existing) household receiving assistance, since there is no provision for termination of assistance, the tenancy of the household will be terminated.

H. The Violence Against Women Act (VAWA, P.L. 109-62) and the Justice Department Reauthorization Act of 2013 ensure that this property will protect applicants, residents and affiliated individuals who have been victimized by domestic violence, dating violence, stalking and/or sexual assault (referred to as "VAWA crimes") as follows:

- (1) Applicants cannot be denied rental assistance solely because they were previously evicted from an assisted site for being victims of VAWA crimes;
- (2) Applicants cannot be denied assistance solely for criminal activity directly related to VAWA crimes;
- (3) Residents cannot be evicted, nor have their subsidies terminated solely because they were victims of VAWA crimes. Being a victim does not qualify as a "serious or repeated violation of the lease" or "other good cause" for eviction.
- (4) The abusers may be evicted and their names removed from leases. Remaining household members may continue residency as long as they are eligible.
- (5) In order to receive VAWA protections a victim must specifically contact management to state that s/he wants to exercise these protections. Since a Live-In Aide is not a tenant who is party to the lease, s/he cannot apply for VAWA protections as a victim, though s/he may be an affiliated individual.
- (6) If an applicant or tenant is a victim of a VAWA crime, completion of a written Certification Form will be requested in writing from management in a safe and confidential manner. The Certification or the alternative documentation listed on it must be completed and returned within 14 business days in order for VAWA protections to be provided. If



written documentation is not provided within this time frame, management has the right to deny the application or terminate subsidy or tenancy.

- (7) Only victim service providers, medical professionals or attorneys who have counseled a victim can provide physical proof or documentation of the applicant's/resident's status as a VAWA crime victim.
- (8) All VAWA documentation will be kept in a secured location, separate from other tenant files, and will remain confidential.
- (9) This property has a formal Emergency Transfer Plan and related Request Form in place to assist any resident who is a VAWA crime victim, and who reasonably fears that s/he faces violence in the very near future if s/he remains in the current unit, or who is a victim of sexual assault which occurred on the premises during 90 days before an emergency transfer was requested.

VAWA crime victims can be evicted or have their assistance terminated for serious or repeated lease violations that are not related to VAWA crimes. However, management will not hold victims to a more demanding set of rules than it applies to any other tenants.

HUD's Notice of Occupancy Rights Under the Violence Against Women Act, with the Certification Form attached, will be provided to any applicant whose application is denied, as well as to each household upon move-in.

- I. The applicant must have previously demonstrated an ability to pay rent and adhere to a lease. Applicants will not be rejected due to a lack of rental history, but may be rejected for a poor rental history.

4. Application Intake and Processing

- A. It is the property's policy to accept and process applications in accordance with applicable HUD Handbooks and regulations.
- B. This property will perform marketing activities in accordance with its Affirmative Fair Housing Marketing Plan, with the aim of marketing to potential applicants in its geographical area who are least likely to apply.

Applications can be requested in person at the site during normal business hours from management or via a written request mailed to the property.

All submitted applications must be in writing, on forms provided. If, due to a disability, an applicant is unable to complete an application, a third party can assist in the completion of the form. Only fully completed applications will be accepted. Every application must be completed and signed by the head of household and all additional household members 18 years of age or older. All of the members of the household must be listed on the application.

Applications can be returned in person to the office, via fax, via email or via U.S. mail to the property address.

- D. All applicants will be provided with HUD Form 92006, Supplement to the Application. This form gives applicant households the option of including contact information for a family member, friend or social service agency worker who can assist with services and special needs, or in resolving tenant issues. Although the applicant is not required to provide



another contact, the applicant must sign and return the form along with the completed application.

All applicants will also be provided with HUD Form 27061-H, Race and Ethnic Data Reporting Form, which must be returned along with the completed application. This demographic information is not used to determine applicant eligibility. HUD uses this data to track the makeup of applicant traffic, a statistic that is required to be included in the property's Affirmative Fair Housing Marketing Plan. Applicants may check one or more boxes or note their refusal to complete the information in addition to signing and dating the form.

- E. Staff or staff-provided assistance will be available upon request. This may take the form of answering questions about the application or forms, helping applicants who might have literacy, vision, or limited English proficiency challenges via oral or written assistance, translation or large print, and, in general, making it possible for interested parties to apply for assisted housing. Applicants may bring an individual with them to help with the application, if desired.
- F. Upon determination that the application is completed, staff will add, via handwriting or stamp, the date and time the application was received, followed by the initials of the person accepting the application. The applicant will be added to the waiting list(s), if applicable. Ineligible applicants will be promptly notified in writing as to the reason the application is being rejected. All applications will be kept at the property or its file storage locations.
- G. If the application received is not fully complete (including any required attachments) and/or is not signed/dated by all household members age 18 years or older, the application will be returned to the household and the household will not be added to the waiting list.

5. Applicant Screening Process

Management will not accept applications from households which contain individuals who were previously rejected for admission to this property because they:

- (1) Are subject to any state's lifetime sex offender registry
- (2) Have been convicted of a crime (or have been adjudicated in a way other than acquittal) as indicated in the criminal screening criteria below
- (3) Have been evicted from another property managed or owned by this property's owner or managing agent
- (4) Previously accepted a unit offered and failed to take possession of the unit on the agreed upon date without notice
- (5) Were evicted as a perpetrator of a VAWA crime, removed as the result of a bifurcated lease under VAWA protections or were banned from the property via restraining order or order of trespass due to the threat of violence.

Listed below are the criteria and methods used to review the household's application:

A. Criminal background check

- (1) This property will prohibit admission of any household containing any member who was evicted in the last three years from federally assisted housing for drug-related criminal activity. An exception will be made for an applicant who has successfully completed a



formal, supervised drug rehabilitation program or when the person who was evicted for the drug-related criminal activity is no longer a household member.

- (2) Although some states have legalized the use of marijuana for medical and/or recreational purposes its manufacture, distribution or possession is still a federal criminal offense under the Controlled Substances Act. Therefore, no applicant can be admitted if s/he is using marijuana.
- (3) Criminal history checks of convictions and outstanding warrants will be completed using a professional criminal and credit checking agency.

The fact that an applicant was arrested is not proof that s/he engaged in disqualifying criminal activity. However the arrest may trigger an investigation to determine whether the applicant did actually engage in such criminal activity. As part of its investigation management may use the police report and consider the reported circumstances, any statements made by witnesses or the applicant not included in the police report, whether criminal charges were filed or whether those charges were abandoned, dismissed, not prosecuted, or resulted in acquittal, and any other evidence relevant to determining whether or not the applicant engaged in disqualifying activity.

- (a) Conviction or adjudication other than acquittal of any household member for violent criminal activity within the past 10 (ten) years will result in the rejection of the application. These crimes include murder (any class), attempted murder, manslaughter, rape, assault with a weapon, armed robbery and/or arson resulting in injury.
- (b) Any conviction or adjudication other than acquittal of any household member within the past 5 (five) years which involved deliberate or negligent injury to property or person, including assault, battery, vehicular homicide, vehicular manslaughter and/or any sexual offense, will result in the application being rejected.
- (c) Any conviction or adjudication other than acquittal of any household member for a felony involving passing worthless checks or counterfeit cash, forgery, welfare fraud and/or identity theft within the past 5 (five) years will result in the application being rejected.
- (d) Any conviction or adjudication other than acquittal of any household member for felony level sale, distribution or manufacture of any controlled or illegal substance within the past 10 (ten) years will result in the rejection of the application.
- (e) Any conviction or adjudication other than acquittal of any household member for felony level illegal possession or use of any controlled or illegal substance within the past 3 (three) years will result in the rejection of the application.
- (f) A pattern of repeated criminal activity resulting in convictions or adjudications other than acquittal within the household will be considered.

Any combination of such misdemeanors or felonies within the household totaling 5 (five) or more in the past 3 (three) years will result in the rejection of the application.



- (4) Any household whose application is rejected due to criminal activity has the right to request a copy of the screening document that caused the rejection and to request a meeting with management, within 14 days of the rejection, to present mitigating or extenuating circumstances including when the crime occurred, history since that time and the successful completion of a formal rehabilitation program.

Domestic violence can often have negative criminal consequences for a victim of VAWA crimes (domestic violence, dating violence, stalking and sexual assault). The perpetrator may cause damage to the victim's property causing eviction. The perpetrator may force a victim to participate in criminal activity, or a victim may be arrested and/or listed on a police report as part of policies that require arresting both parties in a domestic disturbance. Management will take such extenuating circumstances into account and will not deny tenancy or occupancy rights based solely on these adverse factors that are a direct result of being a victim of VAWA crimes.

- (5) If a member of the applicant household has been arrested for any criminal activity listed in this section and the charge is still pending, the application will be placed on pending status. Management may conduct a further investigation to document actual criminal behavior. The household will keep its place on the waiting list and management will move on to the next applicant household. After adjudication and/or documented behavioral evidence has been gathered the application will be re-evaluated.
- (6) If any household member engages in criminal activity (including sex offenses) while living on site, eviction will be pursued to the extent allowed by the lease, HUD regulations, and state/local law. To avoid eviction of the household, the family will be given the opportunity to remove the member engaging in criminal activity from the household.

B. Sex Offender Registry check

- (1) Applicants must provide a complete list of all states in which any household member has lived. Failure to provide accurate information to management is grounds to deny the application.
- (2) Management is required to ask whether the applicant, or any member of the applicant household, is subject to a lifetime sex offender registration requirement in any state. If so, the family will be given the opportunity to remove the ineligible household member from the applicant household. If the family member who is subject to a lifetime sex offender registration requirement remains part of the applicant family, the application will be denied. The written rejection notice will clearly state this as the reason that the family is being denied admission.
- (3) Prior to offering a unit, a criminal background check to determine whether any household member is subject to a lifetime sex offender registration requirement will be completed. This check will be done using a database, which automatically searches sex offender registries in all states. If any member of the applicant household is listed on any state's sex offender registry the application will be rejected.



- (4) Search results will be kept with the application, in the tenant file, for the term of tenancy plus three years. For rejected applicants, search results will be kept with the application for three years.
- (5) If, after moving in, management discovers that a tenant was admitted in error (s/he was admitted after June 25, 2001 and was subject to a state's lifetime registration requirement), eviction will be pursued immediately.
- (6) If any member of the applicant family is listed on any state's sex offender registry, the household's application will be rejected unless the household member is removed from the Application. This property uses the Dru Sjodin National Sex Offender data base to confirm whether applicants are registered sex offenders or not.

At each Annual Recertification, management will ask whether any member of the household is subject to any state's lifetime sex offender registration program. If the family reports that a member of the household is subject to such a requirement, management will then verify **using the Dru Sjodin Database**. If the household moved in after June 25, 2001, and this process reveals that the tenant falsified information or failed to disclose criminal history, or that management did not adequately check all states where the household member lived, **eviction** will be immediately pursued.

- (4) Domestic violence can often have negative economic consequences for a victim of VAWA crimes (domestic violence, dating violence, stalking and sexual assault). The perpetrator may take out credit cards in a victim's name and ruin their credit history or cause damage to a victim's property causing eviction. Management will take such extenuating circumstances into account and will not deny tenancy or occupancy rights based solely on these adverse factors that are a direct result of being a victim of VAWA crimes.

C. Rental History

- (1) If any household member was a previous resident at this property the tenant file will be checked if it is still present. The application will be denied if:
 - (a) There is documentation that the tenant was repeatedly notified of rules violations or lease violations, or
 - (b) The household left the property owing overpaid HUD assistance, unpaid rent or damages, or
 - (c) Any member of the applicant household was removed as the result of a bifurcated lease due to the individual being the perpetrator of a VAWA crime.
- (2) Previous landlords may be contacted to ask for comments regarding the applicant's rental history. Acceptable topics of discussion include but are not limited to: cooperation with recertification processes, compliance with the lease and house rules, rent payment, and housekeeping.
 - (a) An applicant household will be rejected if any member of the household has left another HUD-assisted property owing overpaid HUD assistance, unpaid rent or damages.
 - (b) An application will be rejected if the household has been evicted from a previous residence or has a history of lease violations within the past 3 (three) years.



- (c) Domestic violence can often have negative consequences for a victim of VAWA crimes (domestic violence, dating violence, stalking and sexual assault). The perpetrator may cause damage to a victim's property causing eviction and/or poor rental history. The perpetrator may force a victim to participate in criminal activity or a victim may be arrested as part of policies that require arresting both parties in a domestic disturbance. Management will take such extenuating circumstances into account and will not deny tenancy or occupancy rights based solely on these adverse factors that are a direct result of being a victim of VAWA crimes.
- (d) This property will reject a household in which any member is currently engaged in illegal use of drugs or which shows a pattern of drug use that may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.
- (e) The property will reject a household in which any member shows a pattern of alcohol abuse that may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.

6. Occupancy Standards

Applicant households must meet the established occupancy standards of local Landlord/Tenant laws. As a general policy, there should be a minimum of one person per bedroom and no more than two persons per bedroom. Management will take into consideration mitigating circumstances such as reasonable accommodations for disabilities and verified medical reasons for a larger unit.

Units will be assigned in accordance with the following standards:

Unit Size	Minimum Occupancy	Maximum Occupancy
1 Bedroom	1 person	2 person

After moving in, if changes in household composition cause a household to become overhoused or underhoused, the family must transfer, within 30 days, to the first available unit of the proper size based on these occupancy standards.

7. Determination of Applicant Eligibility: Application Acceptance and Rejection

- A. Information needed to determine applicant eligibility will be obtained, verified, and the determination of applicant eligibility performed, in accordance with HUD and property eligibility requirements. Eligible applicants will be placed on the waiting list(s), and will be promptly issued a preliminary notice of eligibility, or a rejection notice, as appropriate.
- B. The property complies with applicant rejection requirements set forth in the HUD Handbook 4350.3. Management reserves the right to reject applicants for admission if it is determined



that the applicant or any member of the household falls within any one or more of the following categories:

- (1) **Misrepresentation:** Willful or serious misrepresentation in the application procedure or certification process for any government assisted dwelling unit.
- (2) **Records of Disturbance of Neighbors, Destruction of Property or Other Disruptive or Dangerous Behavior:** Includes documented instances of behavior or conduct which adversely affects the safety or welfare of other persons by physical violence, gross negligence or irresponsibility which damages the equipment or premises in which the family resides; or which is disturbing or dangerous to neighbors or disrupts sound family and community life.
- (3) **Violent Behavior:** Includes documented evidence of acts of violence or of any other conduct which would constitute a danger or disruption to the peaceful occupancy of neighbors.
- (4) **Non-Compliance with Lease Agreement:** Includes evidence of any failure to comply with the terms of lease or rental agreements at prior residences, such as failure to recertify as required, providing shelter to unauthorized persons, keeping unauthorized pets, or other acts in violation of rules and regulations.
- (5) **Owing Prior Landlords:** Applicants who owe a balance to present or prior landlords will not be considered for admission until the account is paid in full and reasonable assurance is obtained that the contributing causes for nonpayment of rent or damages have changed sufficiently to enable the family to pay rent and other charges when due.
- (6) **Ineligible Students:** Applicant households whose members include an ineligible student who is enrolled in an institution of higher education as noted in Section 3 (Program Eligibility Requirements/Student Eligibility).
- (7) **Unsanitary or Hazardous Housekeeping:** Includes creating any health or safety hazard through acts of neglect, and/or causing or permitting any damage to, or misuse of premises and equipment; causing or permitting infestation, foul odors or other problems injurious to other persons' health, welfare or enjoyment of the premises; depositing garbage improperly; failing to reasonably and properly use all utilities, facilities, services, appliances and equipment within the dwelling unit, or failing to maintain them in a clean condition; or any other conduct or neglect which could result in health or safety problems or damage to the premises.
- (8) **Criminal Activity:** Management has established a policy to reject all applications where the applicant or any household member has engaged in certain criminal activity. The activities that will be grounds for rejection of an application are defined in Section 5A (Applicant Screening Process, Criminal Background Check).
- (9) **Social Security Number Documentation:** If there is missing SSN documentation for any non-exempt household member when the household reaches the top of the waiting list and a unit is available, then the household will be skipped, in order to admit the next eligible household. The skipped applicant household may keep its position on the waiting list for 90 days from the date they are first offered a unit, to allow them time to provide acceptable SSN documentation. After 90 days, if any household member has



not provided SSN documentation, the household will be determined as ineligible and will be removed from the waiting list.

- C. All applicant rejections will be made in writing, and will include specific reason(s) for the rejection.
- D. The rejected applicant has the right to respond, in writing, within 14 days, to request a meeting to dispute the rejection. Persons with disabilities have the right to request reasonable accommodations to participate in the grievance process. This meeting must be conducted by a member of the owner's staff who was not involved in the initial decision to deny admission or assistance. Management will provide a written determination to the applicant within 5 (five) days of the meeting.

8. Applicants who Require Reasonable Accommodations

- A. A reasonable accommodation is a change, exception, or adjustment to a program, service, building, dwelling unit, or workplace that will allow a qualified person with a disability to fully participate in a program, take advantage of a service, live in a dwelling unit, or perform a job. Examples of reasonable accommodations include physical adaptations to units, live-in aides and assistance animals.
- B. For reasonable accommodations to apply there are several requirements. First, the applicant must have a verifiable disability (mental or physical impairment that substantially limits one or more major life activities) as defined by HUD as applicable to the property's program type.

Next, the disability must have a direct correlation to the accommodation being requested by the applicant. The applicant must request a reasonable accommodation and should use the form provided by the property. Verification of disability and the need for the accommodation must be verified using the form provided by management. Finally, for the accommodation to be reasonable it cannot result in a financial or administrative burden to the community.

- C. In some situations, even with reasonable accommodations, applicants with disabilities cannot meet essential program requirements. In these situations the applicant is not eligible and the applicant will be rejected.

Examples of such situations include cases where the applicant's behavior or performance in past housing caused a direct threat to the health or safety of persons or property; past history or other information that shows the applicant's inability to comply with the terms of the property's lease; or an objective determination that the applicant would require services from management that represent an alteration in the fundamental nature of the property's program.

- D. If an applicant makes a request, management will provide a reasonable accommodation if the applicant has a verified disability that is directly related to the request and providing the reasonable accommodation will not result in a financial or administrative burden to management or to the owner.
- E. Reasonable accommodations may include changes in the method of administering policies, procedures, or services.



- F. In providing reasonable accommodations for, or performing structural modifications for otherwise qualified individuals with disabilities, the property is not required to:
- (1) Make structural alterations that require the removal or altering of a load-bearing structure,
 - (2) Provide support services that are not already part of its housing programs,
 - (3) Take any action that would result in a fundamental alteration in the nature of the program or service, or
 - (4) Take any action that would result in an undue financial and administrative burden on the property, including structural impracticality as defined in the Uniform Federal Accessibility Standards (UFAS).
- G. If the site is unable to make a reasonable accommodation due to a resulting financial burden, the applicant may, at his/her own expense, make the accommodation after structural approval by management. Management may require that the tenant remove the accommodation (or have it removed) upon vacating the unit.
- H. Live-In Aides are considered to be a reasonable accommodation. Property management must obtain verification that the Live-In Aide is needed to provide necessary supportive services essential to the care and well-being of the individual, and that there is a disability-related need for the Live-In Aide. This verification will be obtained from the individual's physician, medical practitioner or health care provider.

The Live-In Aide cannot stay in the unit as a remaining family member once the tenant who needs the services leaves the unit or dies. Live-In Aides who violate any of the property's House Rules will be subject to eviction. Live-In Aides must meet the same screening criteria as any other applicant, with the exception of credit checks.

9. Waiting List Preferences and Waiting List Management

Waiting List Preferences

Preferences do not make otherwise ineligible applicants eligible for subsidy. Applicant households who have been documented as eligible for preferences are moved to the top of the waiting list in the order (by date) that completed applications were received.

In compliance with HUD regulations, units with accessibility features will always be offered first to residents with a verified need for those features and then to applicants with a verified need for those features before offering those units to applicants who do not need accessibility features.

Resident Unit Transfer Preference: Residents who are eligible for unit transfers as described in Section 17: Unit Transfer Policies will be given priority over applicants, including preferences for specific bedroom sizes and/or accessibility features of a unit.

Preference for Emergency Transfer for a victim of a VAWA crime: The victim household of a VAWA crime who currently lives on any property owned or managed by Hayes- Gibson International, Inc. has this preference, based on the date of the household's written Emergency Transfer request.



Eligibility must meet the Emergency Transfer Plan criteria, including the victim being in imminent danger or having been sexually assaulted at the current property within 90 days of the request.

Presidential declared disaster.

Displaced due to government action.

Ranking of Preferences

The property will rank preferences as follows:

1. Resident Unit Transfer
2. Victim of a VAWA crime.
3. Presidential declared disaster
4. Displaced due to government action.

Within each ranking applicants will be offered a unit based on the date the transfer request or completed application was received.

If management determines that an applicant household is not eligible for the preference requested, management will send the applicant a written notice within 10 (ten) business days explaining the reason for the determination. The applicant has the right to meet with the owner/agent representative to review or appeal the decision and must request such a meeting within 10 (ten) business days of the postmark date on the determination notice.

If an applicant household did not have a preference at the time of application, then becomes eligible for a preference based on changed circumstances, it is the responsibility of the applicant to contact management so that their preference can be verified. If the household then qualifies for a preference its position on the waiting list will be re-determined based on the date the household became eligible for the preference.

Waiting List Management

It is property policy to administer its waiting list as required by HUD handbooks and regulations.

A. Opening and Closing the Waiting List(s):

In order to maintain a balanced application pool, the property may restrict or suspend application-taking and close the waiting list. The property will also update the waiting list by removing the names of those who are no longer interested in, or no longer qualify for, housing.

Decisions about closing the waiting list will be determined based on the number of households on the waiting list for a particular unit size, and the ability of the property to house an applicant in an appropriate apartment within a one-year period.

Closing and reopening of the waiting list, as well as any restrictions on accepting applications, will be publicly announced in publication(s) likely to be read by potential applicants. Advertisements will include information about where and when to apply, and will



conform to the advertising and outreach practices described in the property's Affirmative Fair Housing Marketing Plan.

During the period when the waiting list is closed, the property will not maintain a list of individuals who wish to be notified when the waiting list is reopened.

B. Updating the Waiting List:

- (1) The waiting list will be updated annually to keep applicant information current, and to remove anyone who wants to be removed or no longer qualifies for admission to the property.
- (2) A letter will be sent to each applicant, asking for outdated information to be updated in writing, and asking whether the applicant wishes to remain on the waiting list or not. Confirmation must be returned to the property, in writing, using any forms which may be provided, within 10 days of the letter's postmark date. Upon request, assistance will be provided to any applicant households with disabilities or limited English proficiency, to enable them to meet this deadline.
- (3) When an applicant notifies the property of changes in household composition, the waiting list information will be updated and a determination will be made as to whether or not the household needs a different unit size. If the family needs a different unit size, the household will keep its original application date and place on the waiting list

C. Removal of Applications from the Waiting List:

The property will not remove an applicant's name from the Waiting List unless:

- (1) The applicant requests that his/her name be removed.
- (2) The applicant was clearly told, in writing, of the requirement to advise the property of his/her continued interest in housing by a particular time, and failed to do so, even after being provided with reasonable accommodations in the event of handicap or disability.
- (3) The property attempted to contact the applicant in writing, but the letter was returned by the U.S. Postal Service as undeliverable.
- (4) The property has notified the applicant, in writing, of its intention to remove the applicant's name because the applicant no longer qualifies for assisted housing.
- (5) The applicant refused two offers of units for other than a medically-related reason.
- (6) The applicant accepted an offer of a unit but failed to move in on time, without notice.
- (7) The applicant household needs a different size unit due to a household composition change, and the property has no units of that size.
- (8) The applicant household failed to provide SSN documentation for any non-exempt household member after the expiration of the provided grace period.

10. Applicant Interviews

A. As the applicant approaches the top of the waiting list, management will interview the applicant and explain the regulations and policies associated with the property. The interview will be conducted in accordance with the HUD Handbook 4350.3 and topics will include, but are not limited to:

- (1) Income/asset/expense information, as well as household composition
- (2) Tenant-paid utilities if applicable.



- (3) The requirement for all household members age 18+ to sign consent for release of information forms
 - (4) Proof of legal residence will be collected
 - (5) Applicant's ability and willingness to comply with the terms of the property's lease and community's policies
 - (6) Statutory, HUD, state and local preferences, if any
 - (7) HUD-required SSN documentation will be collected for each household member
- B. All reasonable efforts will be made to offer reasonable accommodations as requested by applicants with disabilities and/or limited English proficiency during the application process, as well as during tenancy and for all appeal processes.
- C. All adults in the applicant household will sign HUD-required Verification Consent Forms including the 9887/9887A.

11. Verification Requirements

The property will obtain verifications in compliance with requirements set forth in the HUD Handbook 4350.3.

A. Types of Verification Required

All information relative to the following items must be verified:

(1) Eligibility for Admission, such as

- (a) Income, assets, and asset income
- (b) Household composition
- (c) Social Security number documentation for all non-exempt household members
- (d) Verification of student status and eligibility

(2) Allowable deductions, for items such as

- (a) Age 62+, disability, or handicap of household head, spouse and/or co-head
- (b) Full time student status
- (c) Child care costs
- (d) Handicap expenses
- (e) Medical expenses (for elderly/handicapped households only)

(3) Compliance with resident selection guidelines, such as

- (a) Proof of ability to pay rent
- (b) Previously demonstrated adherence to lease for previous rentals
- (c) Positive prior landlord reference: rent-paying, caring for a home with safe, clean, satisfactory housekeeping habits, based on documented management's visit to current dwelling
- (d) No disqualifying criminal history (including drug-related crimes and inclusion on a state sex offender registry as previously noted) of any household member.
- (e) Absence of objectively verified behavior that would give management reasonable cause to believe that the applicant's abuse of drugs/alcohol would interfere with the



health, safety and right to peaceful enjoyment of the property by other residents or staff.

Any of the above items which result in the denial of the applicant must be documented, and appropriate verification forms/letters placed in the applicant's file.

B. Period for Verification

Only verified information that is within 120 days of the date presented to management may be used for verification. Verified information not subject to change (such as a person's date of birth) need not be re-verified.

C. Forms of Verification: Documentation required as part of the verification process may include:

- (1) Verification forms completed and signed by third parties
- (2) Use of HUD's EIV (Enterprise Income Verification) system, a computerized database containing social security and employment/unemployment income
- (3) Reports of interviews and documentation of conversations
- (4) Documentation provided by the applicant, i.e. award letters, pay stubs, bank statements)
- (5) Notes of telephone conversations with reliable sources, faxes, e-mail or internet correspondence. At a minimum, each file notation will indicate the date and time of the conversation, source of the information, name and job title of the individual contacted, and a written summary of the information received.

Management staff will be the final judge of the credibility of any verifications submitted by an applicant. If front-line staff considers documentation to be doubtful, it will be reviewed by management staff who will make a ruling about its acceptability. Management staff will continue to pursue credible documentation until it is obtained or the applicant is rejected for failing to produce it.

D. Sources of information to be checked may include, but are not limited to:

- (1) The applicant by means of interviews
- (2) Present and former housing providers
- (3) Present and former employers
- (4) HUD's EIV (Enterprise Income Verification) system, a computerized database containing social security and employment/unemployment income
- (5) Social workers, parole officers, court records, drug treatment centers, physician, clergy, INS
- (6) Law enforcement

E. Preferred Forms of Verification: Verifications will be attempted in the following order:

- (1) HUD's electronic EIV system, as applicable; The Work Number or other state government databases
- (2) Written third-party verification generated by the source of the income, which may be provided by the tenant
- (3) Oral third-party verification from the source of the income



(4) Family (self) certification when information can't be verified by a method above.

F. Applicant history will be checked using the following methods:

- (1) Past performance meeting financial obligations, especially rent:
 - (a) Contacting the current landlord and at least one prior landlord to gather previous rental history information.
 - (c) Otherwise-eligible households who apply for housing with outstanding balances owed to their current property, or to this property as a past tenant are ineligible. After the applicant presents proof of payment of any such balances, s/he may re-apply and, if otherwise eligible, will be added to the waiting list based on the re-application date.
- (2) Disturbance of neighbors, destruction of property, or living or housekeeping habits that would pose a threat to other residents:
 - (a) Staff will check for these potential problems with the current landlord and at least one former landlord.
 - (b) If the applicant is not currently living under a lease, the housing provider will be asked to verify the applicant's ability to comply with property lease terms as it relates to these guidelines. Any unit for which the applicant has upkeep responsibility may be physically checked.
 - (c) An applicant's behavior toward the property manager and other staff will be considered as indicative of future behavior toward neighbors. Physical or verbal abuse or threats by an applicant toward property staff will be considered.
- (3) Involvement in criminal activity on the part of any applicant household member which would adversely affect the health, safety, or welfare of other residents.
 - (a) Criminal history checks will be completed using a professional credit checking agency.
 - (b) Applicants who are listed on lifetime sex offender registries in any state must be rejected by HUD regulation.
- (4) A record of eviction from housing or termination from residential programs will be considered.

Property management will check property records, management records, and other records to determine whether the applicants have been evicted from this property, any other assisted housing, or any other property in the past 3 years.

- (5) Current residence in other HUD assisted housing
 - (a) Applicant households must disclose if any household member is currently receiving HUD housing assistance. Households are not permitted to receive assistance in



multiple households for the same time period, or to receive assistance if more than one residence will be maintained.

- (b) HUD provides management with information about whether each applicant receives HUD assistance, and where that residence is located.
- (c) Management will use the EIV (computerized Enterprise Income Verification) system's Existing Tenant Search report to identify household members who currently reside in HUD's Public and Indian Housing, or Multifamily programs.
 - (i) This report will be printed for each member of the applicant family when processing the applicant for admission, prior to offering a unit. This Report will also be printed for individuals (including Live-In Aides) who wish to move into an already-existing tenant household.
 - (ii) If any family member is currently living in another PIH/MF assisted unit, plans to vacate that unit will be discussed with the applicant. Move-Out/Move-In dates will be coordinated with management at the other assisted property to avoid HUD being billed for double subsidy.
 - (iii) Results of discussions with the applicant and/or other site will be recorded on the Existing Tenant Search.
 - (iv) For applicants who move into the property, the Existing Tenant Search report(s), along with all documentation, will be kept in the tenant file with the application for the term of tenancy plus three years. For applicants who do not move in, the report(s) and documentation will be retained, along with the application, for three years.
- (d) Applicants living in other HUD-assisted housing may apply to this property. However, the applicant must move out of the current property before HUD assistance can begin at this property. Special circumstances exist:
 - (1) for minor children where both parents legally share 50% custody, and
 - (2) for HUD-assisted household members in another property who are moving in order to establish a new household, when remaining family members will stay in the old unit.
- (e) If any member of the applicant household fails to accurately disclose his/her rental status, the application may be denied based on "misrepresentation of information." After move-in, if any household member receives, or tries to receive, HUD housing assistance at another property while still living at this property, the household will be required to repay HUD for all overpaid assistance.

12. Attempted Fraud

- A. Any information provided by the applicant that verification proves to be untrue or any information that has been knowingly omitted may be used to disqualify the applicant for admission on the basis of attempted fraud. The property considers false information about the following to be grounds for rejecting an applicant:



- (1) Income, assets and/or expenses
- (2) Household composition
- (3) Social Security Numbers
- (4) Preferences and priorities
- (5) Eligibility for allowances
- (6) Previous residence history or criminal history

- B. If, during the course of processing an application, it becomes evident that an applicant has falsified or otherwise willfully misrepresented or omitted any facts about his/her current or past situation, criminal history, or behavior in a manner that would affect eligibility, priorities, application selection criteria qualification, allowances or rent, the application will be rejected.
- C. During the course of processing an application, there may be errors in name spellings, dates of birth and other such data, resulting in inaccurate criminal, credit, or other screening. In these cases, screening may be re-done. If these checks result in documentation of circumstances that would have caused an applicant to be rejected, the application will be rejected. If the applicant has already moved in, this evidence may be the cause of eviction proceedings.

Unintentional errors will not be used as a basis to reject applicants.

- D. If willful misrepresentation or omission during the application process is discovered after the applicant family has moved in; this will be considered to be fraud and may result in eviction.

13. Offering an Apartment

- A. When an apartment becomes available for occupancy, it will be offered to the applicant at the top of the waiting list for the apartment size.

Eligible families with handicapped/disabled members needing specific handicap features of a unit will be selected first, for available units which are accessible in ways specifically adapted for their use.

B. Although applicants other than the Head of Household are not required to provide Social Security Number documentation when the application is submitted, documentation for all non-exempt household members must be provided before a household can be housed. If there is missing SSN documentation for any non-exempt household member when the household reaches the top of the waiting list and a unit is available, then the household will be skipped, in order to admit the next eligible household.

- (1) The skipped applicant household may keep its position on the waiting list for 90 days from the date they are first offered a unit, to allow them time to provide acceptable SSN documentation.
- (2) After 90 days, if any household member has not provided SSN documentation, the household will be determined as ineligible and will be removed from the waiting list.

- C. If an applicant rejects an offer without good cause, the applicant is removed from all waiting lists. "Good cause" includes medical reasons, recent death of a close family member, desire to give 30-day notice to the family's existing property, and rejection of a unit because the available unit is close to a unit with an assistance animal or pet to which someone in the applicant family is allergic. When a unit is rejected for good cause, the applicant will keep



his/her place on the waiting list, and management will offer the available unit to the next applicant.

- D. When an applicant reaches the top of the waiting list, management will schedule a final screening appointment. The applicant must come in to the office for this appointment, and must bring all items requested by management. If the applicant fails to attend and/or fails to supply all items, one additional appointment will be made to remedy any deficiencies. If the applicant fails to attend this second interview and/or fails to supply all required items a second time, the household will be removed from all waiting lists.
- E. A unit offer will be made in writing to an applicant household only after all criminal, credit and landlord checks have been completed, and the tenant interview has been completed, and all verification documents have been received.

If an applicant household fails to meet the property's eligibility criteria, and the application is rejected, there is an appeals process. These procedures will be provided to the applicant household as part of the rejection letter.

- F. If mail sent to the address the applicant listed as his/her current address is returned by the Postal Service, the document will be kept on file and an attempt will be made to contact the applicant via other means. If the applicant cannot be contacted within 5 (five) working days by alternate means, the apartment will be offered to the next applicant on the waiting list. Attempts to contact the household will be documented in the applicant file, and the applicant will be removed from the waiting list.
- G. If the applicant is offered a unit in writing, but fails to reply by the date noted on the offer letter, the applicant will be removed from the waiting list. The apartment will be offered to the next applicant on the waiting list.
- H. If an applicant fails to move in on the agreed-upon date without notice, the application will be rejected, the applicant's name will be removed from all waiting lists and the apartment will be offered to the next household on the waiting list. An exception will be made in the case of a medical extenuating circumstance; in this case, the applicant will retain his/her place on the waiting list, and the unit will be offered to the next applicant on the list.
- I. Prior to receiving the keys to the apartment on move-in day, the applicant is required to provide proof that the family has moved out of prior HUD-assisted housing (if applicable). This can consist of any of the following documents:
 - (1) Copy of signed, dated move-out inspection report
 - (2) Hand-written note from the prior landlord (signed and dated), on property letterhead, stating that the keys to the prior unit have been returned
 - (3) Copy of the move-out 50059A certification form from the prior property



14. Priorities for Accessible Apartments

- A. For apartments designed to be accessible for persons with mobility, visual, or hearing impairments, households containing at least one person with such an impairment will have first priority (as applicable for a particular apartment feature).
- B. Current residents who require accessible apartments will be given priority over applicants requiring the same type of apartment. If a tenant is transferred as a reasonable accommodation to a household member's verified disability, the owner will pay the costs (not to include transfer of utilities) associated with the transfer, unless doing so would be an undue financial/administrative burden.
- C. When there are no residents or applicants who need the features of an accessible unit, persons without disabilities may move into such an apartment. However by signing the appropriate Lease Addendum when moving into the unit, the household must agree to move to an available apartment of appropriate bedroom size with no such design features, if an applicant or current resident requires the specific features of the accessible unit occupied by the family. This move must be made within 30 days of management notifying the Head of Household that such a unit is available, and at the household's own expense.

15. Prior to Move-In

- A. Management will explain the HUD regulations regarding the following:
 - (1) Security deposits
 - (2) Annual recertifications
 - (3) Interim recertifications
 - (4) Unit inspections
 - (5) Community policies
 - (6) Transfer policies
 - (7) Lease terms
- B. All adult household members (age 18 and older and any emancipated minors who are the Head, Spouse or Co-Head) will sign the Move-In Certification, the Lease with attached House Rules, and related move-in documents.
- C. Social Security number documentation must be provided for every non-exempt household member, including live-in aides, foster children and foster adults.
- D. The applicant and management will inspect the apartment and sign the Move-In Inspection form either prior to Move-In or on Move-In day.
- E. The applicant will pay the Security Deposit.
- F. The applicant will pay the rent for the first month, as set forth in the Lease.
- G. The applicant will be given a copy of the Move-In Certification, Lease, Move-In Inspection form, Community Policies/House Rules, all other HUD-required forms and notices, and a receipt for the Security Deposit and first month's rent.



16. Apartment Inspection

All apartments must undergo a move-in inspection by management and the tenant the day of or prior to the day of move-in. A move-in inspection form will be completed and signed and dated by the tenant and management, confirming that the unit is in decent, safe, and sanitary condition. After move-in, inspections will be completed at least annually by management and inspections may also be conducted by HUD.

17. Unit Transfer Policies

- A. Residents will be placed on a transfer waiting list, based on the date of their written request, if they meet one of the following conditions:
- (1) Unit transfer is needed for a medical reason which is verified by a doctor or other licensed health care provider, or
 - (2) Unit transfer is needed based on the need for an accessible unit, as verified by a physician or other licensed medical professional or health care provider, as a reasonable accommodation for a person with a verified disability, or
 - (3) Unit transfer is needed due to a change in family composition and/or family size, or
 - (4) Emergency transfer is requested, in writing, by an eligible victim of VAWA crimes. The property's Emergency Transfer Plan is available upon request, effective June 14, 2017.
- B. Residents requesting transfers for the above reasons will be placed on a transfer list based on the apartment size requested. Residents being transferred under the terms of the Emergency Transfer Plan for victims of VAWA crimes will be moved to the top of the transfer waiting list based on the date of their written request.
- C. Residents who meet any of the qualifications above will be given priority over applicants, including priority for specific bedroom sizes and/or accessibility features of a unit.
- D. Transfers should occur after the completion of the initial lease term (except those based on accessibility or emergency transfer requests due to being the eligible victim of a VAWA crime) and are limited to two days: one to move out of the current apartment, and one to move into the new apartment.
- E. Households occupying handicap-accessible units whose members no longer need the features of the unit, as well as households occupying a unit too large for their family size under the property's occupancy standards, are required to transfer to the next available non-accessible/unit of the appropriate bedroom size within 30 days of management notification of an available unit, at the family's own expense.
- F. When a household transfers to a new apartment, management will transfer the existing security deposit
- G. Depending upon the circumstances of the transfer, a tenant may be obligated to pay all costs associated with the move. However if a tenant is transferred as a reasonable accommodation due to a household member's disability, the owner must pay the costs



associated with the transfer (not including the transfer of utilities), unless doing so would be an undue financial and administrative burden.

18. Annual and Interim Recertifications

HUD regulations require an annual recertification of income, assets and expenses for rent determination. Interim re-certifications depend upon certain resident changes such as changes to household members and/or changes in income, assets or expenses. This policy will be explained prior to the Move-In.

Tenants are required to notify management when there is any change in household composition. The same screening criteria are used for all new household members as are required for new households

Tenants are required to notify management any time a previously unemployed adult in the household begins working, and/or if the household's income goes up \$200/month or more. Tenants may request an interim recertification due to a decrease in income or an increase in deductions.

19. Remaining Family Members

In order to stay in the unit as a remaining family member if the Head of Household leaves the unit, a person must already be on the lease when the Head of Household leaves, and must be of legal contract age under state law.

If the elderly/disabled person leaves the unit for a reason other than death, the remaining household member must be eligible to live in the unit using the same criteria that is used for applicants. If s/he is not eligible for subsidy, s/he must move out of the unit.

20. Assistance Animals and Pets

Assistance Animals:

An assistance animal is permitted as a reasonable accommodation for a person with a verified disability, once the need has been properly verified by a physician, psychiatrist, social worker, or other licensed medical professional.

There must be a direct relationship between the person's disability and his or her need for the animal. Neither a security deposit nor a pet fee is required for an assistance animal. All state and local health, safety, and licensing laws apply. Refer to the Pet Rules/House Rules for tenant responsibilities in caring for their assistance animal.

Management reserves the right to deny a specific assistance animal only if:

- A. There is documented proof, based on prior behavior of the animal, that it poses a direct threat to the health and safety of others that cannot be reduced or eliminated by a reasonable accommodation, or
- B. There is documented proof, based on prior behavior of the animal, that it would cause substantial physical damage to the property of others, or



- C. It can be specifically documented that the presence of the assistance animal would pose an undue financial and administrative burden to the provider, or
- D. Documented evidence shows that the presence of the assistance animal would fundamentally alter the nature of this property's services.

PETS

The property allows one dog or cat per unit. Other common household pets are also permitted, with a maximum of two pets in total. Aquariums are limited to 10 gallons. Refer to the House Rules/Pet Rules for tenant pet care responsibilities.

Assistance animals that assist persons with disabilities are exempt from the pet policy.

Residents, guests and service providers will be required to comply with the Assistance Animal Rules.

21. Other Disclosures

Property employees are not permitted to accept any money connected with the application procedure, criminal or credit checks and/or apartment designation.

A copy of this Tenant Selection Plan will be provided, at no charge, to any applicant, tenant, or member of the general public at his/her request.

In the event of changes to this Tenant Selection Plan, all applicants will be notified that the Plan has changed, and that a copy of the revised Plan will be provided, at no charge, upon request. Notification will be made via U.S. first-class mail to all applicants on the waiting list at the time of the revision.

