Marlton Manor
RESIDENT SELECTION CRITERIA
SECTION 8/TAX CREDIT - SRO
SUMMARY PAGE

LIMITED ENGLISH PROFICIENCY (LEP)
Reasonable steps will be taken to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits. We ensure meaningful communication with LEP applicants and residents and their authorized representatives. Interpreters, translators and other aids needed to comply with this policy shall be provided free of charge to the person being served, and residents and their families will be informed of the availability of such assistance. Language assistance will be provided through use of a contracted telephonic interpretation service, competent bilingual staff, staff interpreters, or formal arrangements with local organizations providing interpretation or translation services or technology.

Age / Eligibility
At least one household member 62 years of age or older and/or disable.

Income
The income limits checked below are for the property that you have applied for *(management should mark all that apply):*

- ☒ Extremely Low Income - 30% (For Income Targeting Requirements)
- ☒ 40% (38 units Tax Credit)
- ☒ Very Low Income - 50% (37 units Tax Credit)
- ☒ 45% (75 units Tax Credit)
- ☒ 60% (150 units Section 8)

Income Limits are posted in the Leasing Office.

Credit
Past utility bills sent to collection must be paid in full or a satisfactory payment arrangement must be in place.

Rental History
Cannot have an eviction within 3 years.
Past rental amounts sent to collection must be paid in full or a satisfactory payment arrangement must be in place.
No negative reference(s) from previous landlord(s) within the past 3 years.

Criminal Record
No felonies within the past 5 years.
No misdemeanor convictions including drugs & alcohol within the past 3 years.
No record of criminal sexual activity or terrorist activity ever.

Pets *(An Assistance Animal is not a pet.)*
No pets allowed.
A Service or Companion Animal (Assistance Animal) is allowed with appropriate verification. Please review the Reasonable Accommodation and Modification Policy.

I. Section 8 Assistance Housing

A. To qualify for Section 8 assistance, your household must meet the definition HUD uses for "family," which comprises any of the following characteristics: At least one household member over age 62. At least one household member with a documented disability.

II. APPLICATION PROCESS

A. Priority determines the order of processing only, and in no way changes the requirement that all potential tenants must meet the other criteria for resident selection. Applications will be ranked for consideration (and units will be offered) according to the following descending order of priorities:

1. Date and time-stamped property received original application and reference number assigned;
2. Date of completion of verification/certification process;
3. Date of availability for move-in.

Applications are located at the Marlton Manor, 240 Jones Street, San Francisco, CA 94102 , of if you are unable to pick up one, we can mail it to you.

B. INCOME TARGETING – *HUD SECTION 8 ONLY*

Consistent with the Quality Housing and Work Responsibility act of 1998, Marlton Manor will assure that not less than 40% of new admissions within any fiscal year have incomes at or below 30% of the area median income. Applicants whose income is 30% or below the area median income will be given preference over applicants whose incomes exceed 30% of area median income. Property managers will maintain a list of new admissions showing gross annual income for each household and stating whether the income falls at or below 30% of area median income. Once the required percentage of 40% of all new move-ins at or below 30% of the area median income is reached, applicants will be moved in according to their place on the Waiting List. Waiting list maintenance is outlined in Section II.

C. INCOME LIMITS - The income limits checked below are for this property and are posted in the Leasing Office *(management should mark all that apply):*

☒ Extremely Low Income - 30% (For Income Targeting Requirements)
☒ 40% (38 units Tax Credit) ☒ Very Low Income - 50% (37 units Tax Credit)
☒ 45% (75 units Tax Credit) ☒ 60% (150 units Section 8)

D. UNIT SIZE/OCCUPANCY STANDARDS - All units at the property are one-bedroom apartments. Households will be accommodated in accordance with the following occupancy standards**:**

		Minimum	Maximum
1.	One Bedroom	1	3
2.	Studio	1	1 (Single Room Occupancy)

3. The head of household must be eighteen years of age or older, or be an emancipated minor.
4. A Live-In Aide is allowed to live in the apartment due to a reasonable accommodation.

E. **RESIDENCE CRITERIA –** Assisted tenants must have only one residence and receive assistance only in that unit.

1. A family is eligible for assistance only if the unit will be the family's only residence.
2. The owner must not provide assistance to applicants who will maintain a residence in addition to the HUD-assisted unit.

F. CONSENT AND VERIFICATION FORMS ELIGIBILITY REQUIREMENTS – Adult members of a household must sign consent forms, and as necessary, verification documents, so that the owner can verify sources of household income and other eligibility or screening requirements. The owner must consider a household ineligible if the adult members refuse to sign applicable consent and verification forms.

G. SOCIAL SECURITY CARDS/NUMBERS - Effective January 31, 2010, new social security number requirements apply as follow:

1. Applicants do not need to disclose or provide verification of a SSN for household members to be placed on the waiting list. However, applicants on the Waiting List will be required to disclose and/or provide verification of the SSN for **all** non-exempt members of their household, regardless of their age, who declare themselves to be U.S. citizens, U.S. nationals or eligible non-citizens **before** they can be admitted (excluding Mod Rehabilitation SRO/Homeless Programs). [All current non-exempt residents must disclose SSNs for all household members by their next interim or annual recertification on or after 1/31/10, or termination of tenancy will occur with the appropriate notice.] Applicants who have not provided SSNs for all non-exempt household members may remain on the Waiting List (see Waiting List section). However, an otherwise eligible household may not be deemed eligible until all household members have submitted valid SSNs and acceptable documentation to verify the SSN is correct. (Start applying for needed social security numbers/cards as soon as possible.)
2. When a current resident family requests to add a new household member, the new household member must meet all other eligibility and screening requirements and must submit the complete and accurate SSN assigned to the resident and to each member of the resident's household including persons under 6 years of age, and a valid SS card issued by the SSA or other verification resources provided by HUD, at the time of the request or at the time the recertification that includes the new household member is processed. We cannot add the new household member until the documentation is provided. If the new household member is under 6 years of age and never was assigned a SSN, we may complete the interim certification, but the SSN and verification must be submitted within 90 days. We will extend the deadline an additional 90 days if (1) failure to comply with the SSN requirements was due to circumstances that could not have been reasonably foreseen and were outside the control of the household, and (2) there is a reasonable likelihood that you will be able to disclose a SSN by the deadline. During the period we are awaiting documentation of a SSN, the child is entitled to all benefits of being a household member e.g. receive the $480 dependent deduction, child care expenses, etc. [*We must terminate the tenancy of a resident and their household if the resident does not meet the SSN disclosure, documentation and verification requirements in the specified timeframe, as the household is in non-compliance with its lease. This termination of tenancy includes households who have not disclosed and verified the SSN for any child under 6 years of age who didn't have a SSN when added to the household with the understanding that this SSN would be provided within 90 days after*

admission, or within the 90-day extension period, if applicable. Termination of tenancy does not apply to the exemptions listed below unless there are other household members who have not disclosed or provided verification of their SSNs.]

3. Exemptions are provided for:
   a. All participants, regardless of age, who have previously disclosed a valid SSN and have not been issued a new SSN, are exempt from having to re-provide their SSN for duplicative verification.
   b. Individuals who do not contend eligible immigration status.
   c. Individuals age 62 or older by January 31, 2010, whose initial determination of eligibility must have begun before January 31, 2010: (*i*) The eligibility date is based on the initial effective date of the form HUD-50059 or form HUD-50058, which is applicable; (*ii*) Documentation that verifies the applicant's exemption status must be obtained from the owner of the property where the initial determination of eligibility was determined prior to January 31, 2010. An owner/agent must not accept a certification from the applicant stating they qualify for the exemption; (*iii*) The exception status for these individuals is retained if the individual moves to a new assisted unit under any HUD-assisted program or if there is a break in his/her participation in a HUD-assisted program.

H. VERIFICATION OF CITIZENSHIP AND IMMIGRATION STATUS (*For specific HUD programs only)*

Only U.S. citizens and eligible non-citizens may receive assistance from the federal rental assistance program. All applicants are required to complete the necessary paperwork required by HUD to determine citizenship, utilizing the Systematic Alien Verification Entailments (SAVE) program through the Department of Homeland Security (DHS). The required INS forms obtained for all non-citizens wishing to become residents. Applicants stating they are a citizen or national must provide a birth certificate, passport, or other document verifying citizenship.

An ineligible non-citizen will not be admitted for occupancy. Ineligible non-citizens that are a member of a household that includes one or more eligible family members will be admitted for occupancy; however, the rental rate for the unit will be prorated according to the number of eligible family members and ineligible non-citizens in the household.

1. A mixed family includes citizens and/or eligible immigrants and one or more ineligible family member, who may receive prorated assistance, continued assistance, or a temporary deferral of termination of assistance.
2. Families that were receiving assistance on June 19, 1995 under a program covered by the non-citizen rules are eligible for temporary deferral of termination of assistance. If the following applies:
   a. Family has no eligible members; or
   b. Mixed family qualifies for prorated assistance (and does not qualify for continued assistance) and chooses not to accept the partial assistance.
3. Applicants who hold a non-citizen student visa are ineligible for assistance, as are any non-citizen family members living with the student.
4. Non-citizens (except those ages 62 and older) must sign a Verification Consent Form and submit documentation of their status or sign a declaration that they do not claim to have eligible status. Non-citizens age 62 and older must sign a declaration of eligible immigration status and provide a proof of age document. U.S. citizens must sign a declaration of

citizenship.

I. ENTERPRISE INCOME VERIFICATION (EIV)

EIV is a web-based computer system containing employment and income information on individuals participating in HUD's rental assistance programs. This information assists HUD in making sure the *right benefits go to the right* persons by reducing errors in determining a tenant's income, thereby reducing the number of improper payments in Multifamily Housing's rental assistance programs.

The income information in EIV comes from the Social Security Administration: 1) Social Security (SS) benefits, 2) Supplemental Security Income (SSI) benefits, 3) Dual Entitlement SS Benefits; and, the Department of Health and Human Services (HSS) National Directory of New Hires (NDNH): 1) Wages, 2) Unemployment compensation, and 3) New Hire (W-4). This information is used to meet HUD's requirement to independently verify your employment and/or income when you recertify for continued rental assistance.

Using the EIV system will determine if you: correctly reported your income; used a false social security number; failed to report or under reported the income of a spouse or other household member; receive rental assistance at another property.

We will utilize the Existing Tenant Report to determine if any applicants are currently residing at another HUD-assisted or Public Housing Authority (PHA) property at the time of application processing whereby an applicant could be receiving rental assistance. EIV will search HUD's and the PHA's databases, and if an applicant is living at another location, we will discuss this with the applicant so that the circumstances may be explained. We will follow up with the respective PHA or other HUD-assisted property to confirm the applicant's program participation status before admission.

All applicants must disclose if they are currently receiving HUD assistance. We will not knowingly assist applicants who will maintain a residence in addition to the HUD-assisted unit or who attempt to receive HUD assistance in two separate residences.

HUD provides the property with information about an applicant's current status as a HUD housing assistance recipient. The owner/agent will use the Enterprise Income Verification System (EIV) to determine if the applicant or any member of the applicant household is currently receiving HUD assistance.

Nothing prohibits a HUD housing assistance recipient from applying to this property. However, the applicant must move out of the current property and/or forfeit any voucher before HUD assistance on this property will begin. Special consideration applies to:

1) Minor children where both parents share 50% custody
2) Recipients of HUD assistance in another unit who are moving to establish a new household when other family/household members will remain in the original unit.

If the applicant or any member of the applicant household fails to fully and accurately disclose rental history, the application may be denied based on the applicant's "misrepresentation" of information.

This information will be reviewed on an annual basis, at each annual certification. If any household member receives or attempts to receive assistance in another HUD assisted unit while receiving

assistance on this property, the household member will be required to reimburse HUD for assistance paid in error. This is considered a material lease violation and may result in penalties up to and including eviction and pursuit of fraud charges.

J. HUD STUDENT ELIGIBILITY RULE: Section 8 assistance shall not be provided to any individual who:

1. Is 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;
2. Is under 24 years of age;
3. Is not a veteran of the United States Military;
4. Is not married;
5. Does not have a dependent child;
6. Is not a person with disabilities, as such term is defined in section 3(b)(3)(E) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b)(3)(E) and was not receiving assistance under such Section 8 as of November 30, 2005; or
7. Is not living with his or her parents who are receiving Section 8 assistance; and
8. Is not individually eligible to receive Section 8 assistance **or** has parents (individually or jointly) who are not income eligible to receive Section 8 assistance.

Unless the student is determined independent from his or her parents, the eligibility of the student seeking Section 8 will be based on both the students and the parents being determined income eligible for Section 8 assistance. The parent's family income must be at or below the Low Income limit for the state/county the parents reside in. If the parents are from another county, they must qualify under the income limits of the county where the housing is located.

A student under the age of 24 may be income eligible for the Section 8 assistance in circumstances where an examination of the income of the student's parents may not be relevant or where the students can demonstrate the absence of his or her independence from their parents. These practices and criteria include, but are not limited to consideration of all the following:

1. The individual must be of legal contract age under state law.
2. The individual must have established a household separate from or legal guardians for a least one year prior to application for occupancy or the individual meets the U.S. Department of Education's definition of an independent student. Independent Student of Title IV aid also includes (in addition to married, veteran, have dependent children):
   a. Be at least 24 years old by December 31 of the award year for which aid is sought;
   b. Be an orphan or a ward of the court through the age of 18;
   c. Have legal dependents other than a spouse (for example, dependent children or an elderly dependent parent);
   d. Be a graduate or professional student.
3. The individual must not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations.
4. The individual must obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. In cases where there are divorced parents, a separate certification from each will need to be obtained. This certification is required even if no assistance will be provided.

5. Any financial assistance a student received (1) under the Higher Education Act of 1965, (2) from private sources, or (3) from an institution of higher education that is in excess of amounts received for tuition is included in annual income, except if the student if over the age of 23 with dependent children or if the student is living with his or her parents who are receiving Section 8 assistance.
6. If an ineligible student is a member of an applicant household or an existing household receiving Section 8 assistance, the assistance of the household will not be prorated but will be terminated in accordance with the guidance in the HUD 4350.3.

Income "included" – *Any financial assistance, in excess of tuition, provided to a student receiving Section 8 that does not reside with his/her parents would be considered income to that individual, unless the student is over the age of 23 and has a dependent child. Financial assistance does not include loan proceeds.*

Income "excluded" – *Financial assistance (scholarships & grants) of students who receive Section 8 that live with their parents will not be considered income to the family household.*

I. TAX CREDIT STUDENT ELIGIBILITY RULE – We cannot accept a household entirely occupied by full-time students unless one or more of the following criteria are met:

1. The students receive assistance under Title IV of the Social Security Act (Temporary Assistance to Needy Families or TANF, formerly AFDC);
2. The students are enrolled in a job training program receiving assistance under the Job Training Partnership Act or under other similar Federal, State or local laws;
3. The students are single parents with child(ren) and such parents and the child(ren) are not dependents of another individual.
4. The students are married and file a joint tax return or are eligible to file a joint tax return.
5. At least one household member was previously (not currently) under the care and placement responsibility of the State Agency responsible for administering a plan under Part B. or Part E. of the Title IV of the Social Security Act (Foster Care).

A full-time student is defined as:

1. Anyone who is currently enrolled in any type of school and the school they attend defines the hours they attend as full time.
2. Anyone who will attend full time any type of school any time in the next twelve (12) months.
3. Anyone who has attended school full time for five (5) months of this calendar year. This does not have to be consecutive. Example 1: If an applicant attends school full time from January 20th through May 13th, this is considered five months. If they attend one day in any month, that counts as a full month. Example 2: If you attended full time one day in January, one day in February, one day in April, one in June and one in July, you are considered a full-time student until January 1st of the following year.

III. WAITING LISTS

A. The Waiting Lists will be maintained according to family size, the percentage of area median income the annual income is, and type of unit for applicant households. The Waiting List is open with the understanding that those who are listed are fully informed of its length and the policies/procedures for selecting individuals and updating the list when they apply and are added to the list.

1. If no units are available, an eligible applicant will be placed on a Waiting List.
2. If the existing Waiting List contains so many names that the average wait for a unit is a year or more, the property may decline to accept additional applications. In this case, the Waiting List is "closed". An announcement (via posting in property office, on property voicemail and advertising in local newspapers or publications) will be made when the Waiting List closes and when the Waiting List reopens.
3. The Waiting List shall be updated after the first year, and at minimum, each year thereafter.
4. Due to the social security number requirements, an applicant may remain on the Waiting List until valid social security numbers and acceptable documentation to verify the social security numbers have been provided for all non-exempt household members (See SSN Section for exemptions). If all non-exempt household members have not disclosed and/or provided verification of their SSNs at the time a unit becomes available, the next eligible applicant must be offered the available unit.
   - The applicant who has not provided required SSN information for all non-exempt household members has 90 days from the date they are first offered an available unit to disclose/verify the SSs.
   - During this 90-day period, the applicant may retain its place on the Waiting List.
   - After 90 days, if the applicant is unable to disclose/verify the SSNs of all non-exempt household members, the applicant should be determined ineligible and removed from the Waiting List.
5. Following initial rent-up for each size/type of unit, there will be a Waiting List for each of the following, as applicable:

   (a) Current residents who need to transfer to a different unit (See Transfer Policy below);
   (b) Outside applicants wishing to move into project.

B. FILLING VACANT UNITS – Applicants are selected from the Waiting List and offered units in the order required by HUD and MOHCD rules and our policies.

1. When a unit becomes available, we will select the next applicant from the Waiting list based on the unit size available, preferences established for the property (This property has no preferences), and our screening policies. We will select the first name on the Waiting List for the appropriate unit size (or list of names for units reserved for disabled applicants) and make a final determination of eligibility and suitability for tenancy, using the criteria described in the Applicant Screening section.

2. After receiving the notification letter, applicants have ten (10) days to respond to management regarding the available apartment. If there is no response, a second notice will be mailed and the applicant will have an additional five (5) days to notify management of his/her decision. If an applicant declines a second offer of an available apartment when notified in writing, his/her name will be placed on the bottom of the Waiting List. If an applicant declines an apartment a third time, his/her application may be cancelled.

V. TRANSFER POLICY – Transfers from one unit to another type of unit within the property <u>will take precedence over new move-ins</u>, and may be required by management for the following reasons only:

1. For a reasonable accommodation to a household member's disability or for a verifiable medical necessity. For example, if a resident requires a wheelchair accessible unit or additional space for medical equipment, a larger unit to accommodate a live-in aide, or any other medical reasons (if a

larger unit is available);

2. For emergency temporary relocation. (If a unit becomes uninhabitable due to a catastrophe, the resident family will be given any open unit for temporary living quarters until their own unit is repaired. An "open unit" is a unit for which the keys are in the possession of the management company.)

3. To avoid occupancy by too few people or alleviate overcrowding (According to the minimum and maximum Occupancy Standards for your property).

Transfer list(s) will be maintained by Unit Size and/or Type, i.e. 1BR Transfer List, or Wheelchair Accessible Unit or 1BR Wheelchair Accessible Unit, etc. Transfer list(s) resident names will be maintained in a date and time order. However, transfers which are needed as a reasonable accommodation will be made on a priority basis.

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 to a household member's disability, then the owner must pay the costs associated with the transfer, unless doing so would be an undue financial and administrative burden.

VI. POLICIES TO COMPLY WITH SECTION 504 OF THE REHABILITATION ACT OF 1973, THE FAIR HOUSING AMENDMENTS ACT OF 1988 AND TITLE VI OF THE CIVIL RIGHTS ACT OF 1964:

A. **Section 504** prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance. Although Section 504 often overlaps with the disability discrimination prohibitions of the Fair Housing Act, it differs in that it also imposes broader affirmative obligations on owners to make their programs as a whole, accessible to persons with disabilities. These obligations include the following:

Making and paying for reasonable structural modifications to units and/or common areas that are needed by applicants and tenants with disabilities, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens;

Operating housing that is not segregated based upon disability or type of disability, unless authorized by federal statute or executive order;

3. Providing auxiliary aids and services necessary for effective communication with persons with disabilities;
4. Developing a transition plan to ensure that structural changes are properly implemented to meet program accessibility requirements *(for properties built before June 1988)*; and

5. Performing a self-evaluation of the owner's program and policies to ensure that they do not discriminate based on disability;

6. Operating their programs in the most integrated setting appropriate to the needs of qualified individuals with disabilities;

7. Allowing a larger apartment to accommodate a Live-In Aide (Aides must pass the same

criminal criteria as a new move-in would).

Furthermore, the Section 504 regulations establish affirmative accessibility requirements for newly constructed or rehabilitated housing, including providing a minimum percentage of accessible units. In order for a unit to be considered accessible, it must meet the requirements of the Uniform Federal Accessibility Standards (UFAS).

1. Units designed specifically for individuals with a physical impairment:

   a. For this development, "physical impairment" is defined as mobility impairment which necessitates the permanent use of a wheelchair. For all units designed specifically for wheelchair accessibility, priority will be given to those applicants needing such modifications;
   b. Priority will be given to households where a member is required to use a wheelchair;
   c. If there are not enough such households to fill all specially equipped units, owners may give preference to households with members whose physical or mobility impairment would be eased by the design of the accessible unit.

B. **The Fair Housing Act** prohibits discrimination in housing and housing-related transactions based on race, color, religion, sex, national origin, disability and familial status. It applies to housing, regardless of the presence of federal financial assistance.

C. **Title VI of the Civil Rights Acts of 1964** prohibits discrimination on the basis of race, color or national origin in any program or activity receiving federal financial assistance from HUD.

Persons with disabilities have the right to request reasonable accommodations and to participate in the informal hearing process. The 504 Coordinator for Mercy Housing phone number is: 303-830-3300; TTY number 1-800-855-2880.

VII. APPLICANT SCREENING

A. Initial Interview – All household members should be present at the initial interview, but must be present prior to the time of Initial Certification/Move-In.

At the scheduled interview, all eligibility factors will be explained to the applicants, with particular emphasis on the Applicant Screening Requirements. During the interview, the staff person will do the following:

- Clarify any information provided by the applicant;
- Income qualification verification: soliciting third-party verification from all sources in order to determine annual household income (the maximum income level applies to this program), and all assets, including bank accounts;
- Make copies of photo identification, i.e. Driver’s License or state I.D. card, and social security card or other acceptable form of verification;
- Schedule a Home Visit (if applicable) with the applicant in keeping with the Resident Selection Criteria and screening procedures;
- Answer any questions the applicant may have.

B. Home Visits (Property Applicable)

☐ Home Visits will be conducted to inspect the current dwelling of the applicant to determine

that the housekeeping habits are acceptable. Home Visits will be conducted for all applicants who reside within 50 miles of the property. A Home Visit report will be completed.

☒ Home Visits will not be conducted.

C. Screening Criteria

It is the policy of Mercy Housing Management Group to deny admission to applicants whose habits and practices may reasonably be expected to have a detrimental effect on the operations of the property or on the quality of life for its residents. As a part of the final eligibility determination, Mercy Housing Management Group will screen each applicant household to assess suitability. The same criteria will be used to screen new move-ins as well as live-in aides and new additions to an existing household. Police officers and other security or management personnel that reside in subsidized units must also pass the same screening criteria as other applicants. Factors to be considered in the screening are housekeeping habits, care of property, rent paying habits and credit records, prior history as a tenant, household income, and criminal records. Following is a description of each of these factors and the method of verification to be employed:

Housekeeping and Care of Property

Staff will request written references from the applicant's current landlord and previous landlords for the past three (3) years and will visit the current residence(s) of the adult applicant(s), (if Home Visits are applicable), completing a Home Visit Report . Based upon these verifications, the staff will determine if the applicant is able and willing to maintain an apartment in a clean and sanitary manner, refraining from damaging the unit.

The applicant will not be held accountable for conditions which are or could be the responsibility of the property owner, or conditions which are otherwise not within the control of the applicant to remedy.

Rent Paying Habits and Credit History – Management will initiate an eviction history and credit report, at no charge to applicant. The applicant shall be notified of such action in advance.

Staff will request credit histories on each adult member of each applicant household and will request written references from the applicant's current landlord and former landlords for the past three (3) years. Based upon these verifications, the staff will determine if the applicant(s) was chronically late with rent payments, was evicted at any time during the past three (3) years for non-payment of rent, or had other legal action initiated for actions within their control. Any one of these circumstances shall be grounds for an ineligibility determination. **A written reference from social workers and/or others involved with the applicant in a professional capacity may be acceptable, if no landlord reference is available.**

Any amounts showing due to a utility company for electricity or heat or a currently open bankruptcy proceeding of any of the household members will be considered a disqualifying condition.

Applicants who have failed to pay amounts due or failed to reach a satisfactory agreement to pay rent owed to a landlord or utility company will also be considered ineligible.

If there is a finding of any kind which would negatively impact an application, the applicant will be

notified in writing. The applicant then shall have 14 calendar days in which such a filing may be appealed to staff for consideration. In circumstances where a household member might be denied for balance owed to a utility company, the applicant may mitigate this by establishing a payment plan with the utility service, and providing documentation of said payment plan, to the property for which you have applied for residency.

Applicants will not be considered to have a poor credit history when they were occasionally late paying bills or rent in the past (fewer than 3 times per year); were delinquent in rent because they were withholding rent due to substandard housing conditions in a manner consistent with local ordinance; or had a poor rent paying history clearly related to an excessive rent relative to their income, and responsible efforts were made to resolve the non-payment problem.

Applicants who have resided in homes they owned during the prior three years or more can provide proof of timely mortgage, insurance or property tax payments in order to demonstrate their ability to meet the financial requirements of the lease.

Applicants who have been homeless or who have lived in housing for which they were not financially responsible must provide references from person(s) with whom they have had a professional relationship to demonstrate their ability to meet the financial conditions of the lease. (**Letters of reference from family members will not be accepted.)**

Criminal Records Check

Staff will hire a contractor to run a credit check and criminal background check on all applicants and it will check court records for evidence of evictions or judgments against the applicant and evidence of criminal convictions. The purpose of these checks is to obtain information on the applicant's past history of meeting financial obligations and future ability to make timely rent payments and to abide by the federal laws regarding the prohibition of admitting any applicant with specific criminal activity including drug-related activity. **These standards are established to comply with the federal laws, and a household member who has been involved in the following will not be admitted under any circumstances**:

- Any household containing a member(s) who was evicted in the last three (3) years from federally assisted housing for drug-related criminal activity. To be admitted, the household member would have to provide the following;

  1) Proof of successful completion of an approved supervised drug rehabilitation program; or
  2) Proof that the circumstance leading to the eviction and/or conviction no longer exists and the applicant has been clean and sober for at least one (1) year.

- A household in which any member is currently engaged in illegal use of drugs for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents;
- Any household member who is subject to a nationwide sex offender lifetime registration requirement; and
- Any household member if there is a reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to

peaceful enjoyment by other residents. The screening standards are based on behavior, not the condition of alcoholism or alcohol abuse.

A background reference check is conducted to determine that applicants and/or members of an applicant's household have:

- No record of felony convictions within the past five (5) years;
- No record of misdemeanor convictions within the past three (3) years;
- No record of criminal sexual activity ever;
- No record of terrorist activity ever.

D. Final Eligibility Determination

Staff will make a final eligibility determination on each applicant only after all factors have been adequately verified including household's annual income. Eligible applicants will be notified in writing of their status and given an approximate date when they can expect to receive an offer of a unit. Ineligible applicants will be notified in writing of their ineligibility and the reason, and informed of their right to an informal review.

Once final eligibility is determined, the staff will proceed to calculate the rent, execute lease documents, and assign the next unit available for which the household has been deemed eligible.

Applicants determined ineligible for admission by staff may respond in writing or request an informal review of the determination. They must make the request within 14 days of the date of the notice of ineligibility. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process. Within 5 days of receiving the request, the staff must schedule the review and notify the applicant of the place, date and time.

Informal reviews will be conducted by an impartial review officer who had no involvement in the ineligibility determination. The review officer will be selected by the Area Director of Operations. The applicant may bring to the review any documentation or evidence he/she wishes and the evidence along with the data compiled by staff will be considered by the review officer.

The review officer will make a determination based upon the merits of the evidence presented by both sides. Within 5 business days of the date of the review or response, the review officer will mail a written decision to the applicant and place a copy of the decision in the applicant's file.

E. Denied Applications

1. Applicants may be denied for any of the following:

   (a) Failure to present all members of the family at the full family interview, except for hospitalization, medical reasons, emergency, etc., (or some other time acceptable to management) prior to completion of Initial Certification;
   (b) Blatant disrespect or disruptive behavior toward management, the property or other residents exhibited by an applicant or family member any time prior to move-in (or a demonstrable history of such behavior);
   (c) A negative landlord or other reference, encompassing failure to comply with the lease, poor payment history, poor housekeeping habits, or evictions for cause

including current notices to pay or quit;

(d) A negative credit report, including open bankruptcy proceedings and any adverse credit information which documents the applicants' inability to meet the financial requirements of the lease;

(e) Over-extension of monthly obligations, as indicated by an income/expense statement or credit report *(HUD programs excluded)*;

(f) Falsification of any information on the application;

(g) Eligibility income exceeding the maximum allowed;

(h) Household characteristics that are not appropriate for the specific type of unit available at the time, or the household is of a size not appropriate for the available unit sizes;

(i) *(For Section 8 units only)* Family members who do not declare citizenship or noncitizenship status, or sign a statement electing not to contend noncitizenship status. (An application may be revised to exclude proposed family members who do not declare citizenship or eligible noncitizenship status)*;*

(j) Failure to meet the Student Eligibility Rule for specific program;

(k) Failure to update application for the Waiting List within specified time when notified;

(l) Other good cause: including, but not limited to, failure to meet any of the selection criteria in this document;

(m) *(For HUD Programs only)* Failure to disclose and provide acceptable documentation to verify the valid SSNs of **all** non-exempt household members within 90 days of first being offered an available unit (excluding Section 8 Mod SRO/Homeless Programs);

(n) Does not sign and submit verification consent forms or the Authorization for Release of Information (forms HUD-9887 and HUD-9887-A);

(o) Declines an apartment offer after being contacted three times;

(p) Consideration may be given for extenuating circumstances where this would be required as a reasonable accommodation when determining the acceptability of tenancy. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.

An example of extenuating circumstances for a disabled applicant would be that the Manager conducts Home Visits for all applicants and the applicant's home was unclean and unsanitary and therefore, the applicant was rejected. The applicant informs the Manager that s/he has a disability and their relative cleaned their home and will clean their home one day per week, and asks for a re-inspection. The home is found clean and sanitary, and the Manager is aware the relative will clean one day per week. This could be considered a reasonable accommodation. An example of extenuating circumstances for a non-disabled applicant would be if the applicant had always paid their rent on time, but then became ill or were injured and couldn't get to the office to pay their rent on time. The applicant arranged for a relative to take their rent check to the office by the due date and believes they will be able to pay the rent on time. The Manager would verify that the applicant paid their rent on time prior to the illness or injury, and if so, the application could be reconsidered.

VIII. MODIFICATION OF THE RESIDENT SELECTION CRITERIA PLAN

This Resident Selection Criteria Plan will be reviewed annually to ensure that it reflects current operating practices, program priorities and HUD requirements. If this Resident Selection Criteria Plan is substantially updated, you may be notified.

I certify that I have received a copy of the Resident Selection Criteria for housing at Marlton Manor Community.

Applicant	Date
Applicant	Date