

Resident Selection Plan

Section 8

Housing for Seniors & People with Disabilities



PROPERTY INFORMATION	5
THE PURPOSE OF THE RESIDENT SELECTION PLAN.....	5
BUSINESS RELATIONSHIP.....	5
SMOKING POLICY.....	7
SMOKE FREE HOUSING	7
USE OF MARIJUANA – FEDERALLY FUNDED PROPERTY.....	7
SECURITY DEPOSIT REQUIREMENTS.....	8
PETS.....	8
PET DEPOSIT	8
ASSISTANCE DEFINITION	8
SUBSIDY	9
HUD HOUSING VOUCHERS	9
ASSISTED LIVING	9
FAIR HOUSING POLICIES.....	9
FAIR HOUSING	9
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964.....	9
SECTION 504 OF THE REHABILITATION ACT OF 1973.....	100
<i>Coordinating Efforts to Comply with Section 504 Requirements.....</i>	<i>10</i>
<i>Requests for Reasonable Accommodation or Modification</i>	<i>10</i>
COMPLIANCE WITH REQUIREMENTS OUTLINED IN THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013	10
AVAILABILITY OF ASSISTANCE FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY	10
THE EQUAL ACCESS RULE.....	11
ELIGIBILITY REQUIREMENTS.....	11
PROPERTY ELIGIBILITY DEFINITION	11
<i>Household/Resident Type</i>	<i>11</i>
<i>Income Limits</i>	<i>13</i>
<i>Occupancy Standards.....</i>	<i>13</i>
<i>Verifying the Need for an Accessible Unit.....</i>	<i>14</i>
PROGRAM ELIGIBILITY	14
<i>Disclosure and Verification of Social Security Numbers.....</i>	<i>14</i>
<i>Exceptions to Disclosure of Social Security Number</i>	<i>15</i>
<i>Secondary Verification of the Social Security Number.....</i>	<i>15</i>
CITIZENSHIP/IMMIGRATION STATUS REQUIREMENTS	15
SINGLE RESIDENCE/SUBSIDY CRITERIA	16
ELIGIBILITY OF STUDENTS ENROLLED AT AN INSTITUTE FOR HIGHER EDUCATION	17
<i>Prohibition of Assistance to Noncitizen Students.....</i>	<i>18</i>
PROCEDURES FOR TAKING APPLICATIONS	19
INCOMPLETE APPLICATIONS	19
PRELIMINARY DETERMINATION OF APPLICANT ELIGIBILITY	19
FINAL DETERMINATION OF ELIGIBILITY	20
LIVE-IN AIDES.....	21
WAITING LISTS.....	21
MAINTAINING WAITING LISTS	21
REMOVAL OF APPLICANTS FROM THE WAITING LIST	22
SELECTING APPLICANTS FROM THE WAITING LIST.....	23
INCOME TARGETING.....	23
PREFERENCES	24
<i>Owner/agent-Adopted Preferences</i>	<i>24</i>



<i>Verification of Preferences</i>	24
<i>When a Request for Preference is Denied</i>	24
<i>Change in Preference Status While on the Waiting List</i>	25
<i>Exceptions to the Preference Rule</i>	26
OPENING AND CLOSING WAITING LIST.....	26
PRIVACY POLICY	26
VERIFICATION	27
INFORMATION TO BE VERIFIED.....	27
METHODS OF VERIFICATION	27
SOURCES OF INFORMATION.....	28
PERIOD FOR VERIFICATION	28
CONSENT AND VERIFICATION FORMS.....	29
PROVISIONS FOR REFUSAL TO SIGN	29
MISREPRESENTATION	29
APPLICANT SCREENING CRITERIA	30
SCREENING FOR RECEIPT OF HUD ASSISTANCE IN ANOTHER UNIT	30
OFFERING AN APARTMENT	31
OFFERING ACCESSIBLE UNITS	31
OFFERING UNITS TO APPLICANTS WITH DISABILITIES REQUESTING ACCESSIBILITY FEATURES.....	32
OFFERING UNITS TO APPLICANTS OR RESIDENTS WITH PREFERENCES	32
APPLICANT/RESIDENT SELECTION ORDER.....	32
RIGHT TO REFUSAL	33
TIMEFRAME FOR TAKING POSSESSION OF A UNIT.....	35
UNIT TRANSFER POLICIES	35
SECURITY DEPOSITS, PET DEPOSITS & UNIT TRANSFERS	36
HOUSEHOLD SPLIT	36
SECURITY DEPOSITS, PET DEPOSITS & HOUSEHOLD SPLITS	37
ELDERLY PREFERENCE	37
CHANGES IN HOUSEHOLD COMPOSITION	39
ADDING HOUSEHOLD MEMBERS AFTER INITIAL OCCUPANCY.....	39
REMOVING HOUSEHOLD MEMBERS AFTER INITIAL OCCUPANCY	40
APARTMENT INSPECTIONS	40
CHANGES TO THE RESIDENT SELECTION PLAN	41
APPENDIX A – REQUEST FOR REASONABLE ACCOMMODATION OR MODIFICATION	42
APPENDIX B – CITIZEN/NON-CITIZEN ELIGIBILITY	43
REQUIRED DOCUMENTATION	43
TIMEFRAMES FOR SUBMITTING EVIDENCE OF CITIZENSHIP/IMMIGRATION STATUS TO THE OWNER/AGENT	44
REVIEWING AND VERIFICATION OF A HOUSEHOLD’S CITIZENSHIP/IMMIGRATION STATUS	44
NOTIFICATION TO APPLICANTS	45
MIXED HOUSEHOLDS	45
APPEALING DETERMINATIONS OF INELIGIBILITY	45
PROHIBITION AGAINST DELAY OF ASSISTANCE	46
APPENDIX C: DUAL SUBSIDY NOTICE	47
APPENDIX D – VERIFICATION OF HOUSEHOLD COMPOSITION	48
APPENDIX E – VAWA POLICY	51

CONFIDENTIALITY	51
REQUESTS & CERTIFICATION	52
LEASE BIFURCATION	53
CRIMINAL ACTS	53
LEASE ADDENDUM.....	54
APPENDIX F: CRIMINAL BACKGROUND, CREDIT AND RESIDENCY SCREENING.....	55
FELONY CONVICTION RELATED	55
MISDEMEANOR CONVICTION RELATED	55
SEX OFFENDER REGISTRATION.....	56
ARREST RECORDS OR PENDING CRIMINAL CHARGES.....	56
HARBORING OF ILLEGAL ALIENS	57
REEVALUATION OF CRIMINAL BACKGROUND	57
CRIMINAL SCREEN DISCOVERIES	57
SCREENING CREDIT HISTORY	58
BANKRUPTCY	59
FORECLOSURE	59
OTHER COLLECTIONS/CHARGE OFFS/FINANCIAL JUDGEMENTS	59
SCREENING RESIDENT HISTORY	60
SCREENING FOR THE PRESCENCE OF BED BUGS OR OTHER PARASITIC INFESTATIONS.....	61
REJECTING INELIGIBLE OR UNQUALIFIED APPLICANTS	62
CONSIDERATION OF EXTENUATING CIRCUMSTANCES	63



PROPERTY INFORMATION

Property Name	Crescent Park Manor
Property Contact Name	Property Manager
Address	243 Crescent View Avenue
Address	
City, State, Zip	Riverside, RI 02915
Phone	401-433-3100
Fax	401-437-4240
TTY/TDD/Audio Relay	711 National Voice Relay

THE PURPOSE OF THE RESIDENT SELECTION PLAN

The resident selection plan helps to ensure that residents are selected for occupancy in accordance with HUD requirements and established management policies.

Please contact the management office if you need help understanding this document.

- Contacte por favor la oficina de gestión si usted necesita ayuda a comprender este documento. (Spanish)
- Proszę skontaktować się z biurem zarządzania, jeśli potrzebujesz pomocy zrozumienia tego dokumentu. (Polish)
- Por favor contate o escritório de gerência se deve ajudar entendimento este documento. (Portugese)
- Si vous avez besoin d'aide à la compréhension de ce document, veuillez communiquer avec le Bureau de gestion. (French)
- Souple kontakte Biwo jesyon a si w bezwen èd pou konprann dokiman sa a. (Haitian Creole)
- Xin liên lạc với văn phòng điều hành nếu bạn cần giúp đỡ sự hiểu biết tài liệu này. (Vietnamese)
- Пожалуйста свяжитесь с офисом управления, если Вам нужна помощь в понимании этого документа. (Russian)
- Bitte kontaktieren Sie das Leitungsbüro, wenn Sie helfen müssen, dieses Dokument zu verstehen. (German)
- 請聯絡管理辦公室，如果你需要幫助理解這份文件。(Chinese)
- もしこの文書を理解しているための助けを必要としていれば、経営オフィスと連絡を取ってください。(Japanese)

BUSINESS RELATIONSHIP

The relationship between a landlord (owner/agent) and a resident or applicant is a business relationship. A courteous and businesslike attitude is required from both parties. The owner/agent reserves the right to not conduct business with anyone who is verbally abusive, swears, is disrespectful, makes threats, uses discriminatory language, appears to be intoxicated or under the influence of alcohol or drugs, is argumentative, or in general displays an attitude, at any time, which causes the owner/agent or the property staff to believe we would not have a positive business relationship.

If an applicant or any member of the applicant's family demonstrates unprofessional behavior in the presence of the management team or other residents/applicants, the applicant, the applicant's family and other members of the applicant's entourage (if applicable) will be required to leave the property and the application will be rejected.

If an applicant or any member of the applicant's family exhibits threatening behavior, appears to be intoxicated or under the influence of alcohol or illegal drugs or attempts to intimidate the staff, the



applicant, the applicant's family and other members of the applicant's entourage (if applicable) will be required to leave the property and the application will be rejected.

If the applicant or any member of the applicant's family is not appropriately attired, when visiting the management office, the applicant, the applicant's family and other members of the applicant's entourage (if applicable) will be required to leave the management office. Appropriate attire includes shoes, shirts and pants, shorts or skirts. Unacceptable attire includes, but is not limited to:

- Pajamas
- Bathing suits
- Clothing that allows display of foundation garments (underwear)
- Clothing with inappropriate language or pictures

The use of cell phones or other devices is not allowed when engaging with the property staff. If an applicant/resident is participating in a cell phone call, texting, reading a text or otherwise using any electronic device (not necessary to alleviate the symptoms of a disability), the property staff will discontinue any communication until the applicant is able to "disengage" from use of said cell phone(s) or other device(s).

Animals (other than assistance animals necessary to allow the applicant/resident to conduct business with the owner/agent) are not allowed in the management office.

Children are always welcome. When in the management office, minors must be supervised. Property staff is not responsible for child care or supervision.

Aside from standard property charges, property staff is not permitted to accept any money, gifts, services or favors connected with the application process or associated with any aspect of residency on this property. If property staff solicits any mandatory payment for any part of the application process, the applicant should notify the property staff or the owner/agent at 401-732-3700 or 407-772-0200.



SMOKE FREE HOUSING

Smoking is prohibited in any area of the property (other than in designated smoking areas designated in the property's house rules), both private and common, whether enclosed or outdoors. This policy applies to all owners, property staff, applicants, residents, guests, and servicepersons.

“Smoking” shall include the inhaling, exhaling, or carrying of any lighted cigarette, e-cigarette, cigar, pipe, hookah, other tobacco products, marijuana including medical marijuana, herbal smoking products “Legal Weed” or products known as “bath salts” or other legal or illegal substance.

USE OF MARIJUANA – FEDERALLY FUNDED PROPERTY

Regardless of the purpose of legalization under state law, the use of marijuana in any form, is illegal under the Controlled Substances Act (CSA) and therefore is an illegal controlled substance under Section 577 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA). Based on federal law, new admissions of any marijuana user – including people who use medical marijuana – are prohibited.

QHWRA requires that owner/agents establish lease standards that prohibit admission based on the illegal use of controlled substances including state legalized marijuana. State laws that legalize medical marijuana directly conflict with QHWRA and thus are subject to federal preemption.

Residents are prohibited from using marijuana (even in a smokeless manner).



SECURITY DEPOSIT REQUIREMENTS

The owner/agent must collect a security deposit at the time of the initial lease execution. The owner/agent will comply with any HUD rules and applicable state and local laws governing the security deposit. The security deposit amount is based on the Total Tenant Payment (TTP) calculated at move in.

If the move-in certification is corrected, and the TTP is recalculated, the security deposit requirement will be recalculated as well. Otherwise, the amount of the security deposit established at move-in does not change when a resident's rent changes.

The resident is expected to pay the security deposit from his/her own resources and/or other public or private sources. An applicant will be rejected if he/she does not have sufficient funds to pay the deposit.

If a tenant is transferring within the community, a new security deposit will be collected based on the Total Tenant Payment (TTP) calculated from transfer certification.

PETS

Residents are allowed to keep pets in the unit.

Certain restrictions apply and are outlined in the property Pet Rules. Pets and assistance animals must be approved **before** they are allowed to live in the unit. A copy of the Pet Rules is available upon request.

When applicable, residents must agree to pay any required pet deposit and must agree to abide by the property's Pet Rules and/or Assistance Animal Rules.

If an applicant wishes to request approval of an assistance animal – necessary to alleviate the symptoms or side-effects of a disability – the applicant (or applicant's representative) must request a reasonable accommodation. Please review the process to request a reasonable accommodation in Appendix A. The applicant should also review the Assistance Animal Policy which is available upon request.

PET DEPOSIT

The Pet Rules require residents who own dogs or cats ("pets") or keep pets in their units to pay a refundable pet deposit. This deposit is in addition to any other financial obligation generally imposed on residents of the property.

The pet deposit will not exceed \$0.00.

Residents, their guests and/or service providers are required to comply with the property Pet Rules.

Assistance animals that assist persons with disabilities are exempt from the Pet Rules.

Residents, guests and service providers will be required to comply with the Assistance Animal Rules with respect to any and all assistance animals.

ASSISTANCE DEFINITION

The property is operating under the guidelines established for the HUD Section 8 program. A person must be capable of fulfilling the lease requirements.



SUBSIDY

Residents at this property are offered subsidized rent. This means the rent that a household pays is based upon the household income. The rent paid by residents may vary.

HUD HOUSING VOUCHERS

The owner/agent may not admit an applicant with a voucher to a unit with Section 8 assistance unless the applicant agrees to give up the voucher prior to occupancy. This will be verified with the former housing provider.

If the owner/agent discovers that any household member failed to give up current HUD housing assistance before moving to **Crescent Park Manor** no rent subsidy or utility allowance will be provided by the Department of Housing and Urban Development until the day after the move out/surrender from the household member's prior residence is complete.

Household members who sign the lease will be responsible for paying the market rent until qualified to receive HUD assistance on this property. Any assistance paid in error must be returned to HUD, and the household member may be responsible to repay said assistance in accordance with applicable law.

Applicants should consult with the local HUD office if the former landlord is accepting subsidy after move-out.

Please note that housing assistance provided through HUD's multi-family housing program is not the same as the housing assistance provided through the voucher program. If any family member moves out, the housing subsidy will not move with the family as it does with a voucher. The family will be required to re-apply to a PHA to receive another voucher.

ASSISTED LIVING

The owner/agent and property staff does not provide, nor have the authority to provide, any personal care or personal supervision services. All care and supervision services must be provided by the resident or aides supervised by the resident or the resident's representative(s). The owner/agent and property staff do not provide assistance with personal activities or daily living.

FAIR HOUSING POLICIES

FAIR HOUSING

The Fair Housing Act prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability, and familial status.

In addition, the State of Rhode Island has added Fair Housing protections based on marital status, sexual orientation, age, domestic abuse and gender identity or expression.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The owner/agent complies with Title VI of the Civil Rights Act of 1964 which prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance from HUD.



SECTION 504 OF THE REHABILITATION ACT OF 1973

The owner/agent complies with Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination, based on the presence of a disability in all programs or activities operated by recipients of federal financial assistance.

Although Section 504 protections often overlap with the disability discrimination prohibitions included in the Fair Housing Act, Section 504 differs in that it imposes broader affirmative obligations to make their programs, as a whole, accessible to persons with disabilities.

Coordinating Efforts to Comply with Section 504 Requirements

The owner/agent has designated a person to address questions or requests regarding the specific needs of residents and applicants with disabilities. This person is referred to as the Section 504 Coordinator.

Name of Section 504 Coordinator:	Ron Serpa
Address:	75 Lambert Lind Highway, Warwick, RI 02886
Phone Number:	401-732-3700
TDD/TTY Number:	711 Voice Relay

Requests for Reasonable Accommodation or Modification

In accordance with the Fair Housing Act and Section 504 of the Rehabilitation Act, the owner/agent may make reasonable accommodations or modifications for individuals with disabilities (applicants or residents) unless these modifications would contravene applicable law (including, without limitation, a change the fundamental nature of the housing program or result in undue financial and administrative burden). Please see Appendix A for additional information.

COMPLIANCE WITH REQUIREMENTS OUTLINED IN THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

The owner/agent understands that, regardless of whether state or local laws protect victims of domestic violence, dating violence, sexual assault or stalking, people who have been victims of violence have certain protections provided through the Violence Against Women Reauthorization Act of 2013 (VAWA 2013).

If any applicant wishes to exercise the protections provided in the VAWA 2013, he/she should contact the owner/agent immediately.

The owner/agent will not assume that any act is a result of abuse covered under the VAWA 2013. In order to receive the protections outlined in the VAWA 2013, the applicant/applicant must specify that he/she wishes to exercise these protections.

Please see Appendix E for a copy of the owner/agent's VAWA Policy.

AVAILABILITY OF ASSISTANCE FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY

Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)" requires the owner/agent to develop and implement a system to provide housing assistance so persons with Limited English Proficiency (LEP) can have meaningful access to assisted housing opportunities. The owner/agent will provide for such meaningful access consistent with, and without unduly burdening, the fundamental mission of the property.



The owner/agent will work to ensure that people who apply for and/or qualify for housing assistance are provided meaningful access to HUD's housing assistance program.

THE EQUAL ACCESS RULE

The owner/agent ensures that HUD's core housing programs are open to all eligible persons regardless of sexual orientation, gender identity or marital status in accordance with *The Equal Access Rule*.

ELIGIBILITY REQUIREMENTS

PROPERTY ELIGIBILITY DEFINITION

Household/Resident Type

This Section 8 property is designed to provide housing to elderly and disabled individuals/families who meet the eligibility and screening requirements. In order for a family/household to meet the "family type" eligibility requirements, the head-of-household, the co-head-of-household or a spouse must be

- 62 or older or
- Disabled as defined by HUD.

Definition D – Disabled Family. A disabled family is a family whose head, spouse, or sole member is a person with disabilities.

Definition E – Person with Disabilities: A person with disabilities for purposes of program eligibility:

1) Means a person who

- a. Has a disability, as defined in 42 U.S.C. 423;
 - i. Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or
 - ii. In the case of an individual who has attained the age of 55 and is blind, inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time. For the purposes of this definition, the term blindness, as defined in section 416(i)(1) of this title, means central vision acuity of 20/200 or less in the better eye with use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for the purposes of this paragraph as having a central visual acuity of 20/200 or less.
- b. Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:
 - i. Is expected to be of long-continued and indefinite duration,
 - ii. Substantially impedes his or her ability to live independently, and
 - iii. Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or



- c. Has a developmental disability, as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(8)), i.e., a person with a severe chronic disability that
 - i. Is attributable to a mental or physical impairment or combination of mental and physical 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, and
 - G. Economic self-sufficiency; and
 - v. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated.
- 2) Does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome;
- 3) For purposes of qualifying for low-income housing, does not include a person whose disability is based solely on any drug or alcohol dependence; and
- 4) Means person with disabilities (individual with handicaps), as defined in 24 CFR 8.3, for purposes of reasonable accommodation and program accessibility for persons with disabilities

Note: A person whose sole impairment is alcoholism or drug addiction (i.e., who does not have a developmental disability, chronic mental illness, or physical disability that is the disabling condition required for eligibility in a particular project) will not be considered to be disabled for the purposes of the Section 8 program.



Definition I – Nonelderly Disabled (Handicapped) Family.

A nonelderly disabled (handicapped) family means a disabled family in which the head of the family (and/or spouse, if any) is less than 62 years of age at the time of the family's initial occupancy of a project.

Income Limits

Income limits vary by household size. The owner/agent will provide applicants a copy of the income limits for the property area upon request. In addition, applicants can review the income limits by accessing the following web site. <http://www.huduser.org/datasets/il.html>. HUD requires that property managers incorporate the most recently published income limits when determining eligibility.

For this property, qualified applicant households meet the following income limit requirements:

Subsidy	Type of Income Limit
Section 8 (post-1981)	<p>Very low – 50% of median income</p> <p>Extremely low – very low income household whose income equals or is less than the greater of poverty level or 30% of median income</p>

Occupancy Standards

Occupancy standards serve to prevent the over-utilization or under-utilization of units that can result in an inefficient use of housing funding. Occupancy standards also ensure that residents are treated fairly and consistently and receive adequate housing space.

Below, please find this property's occupancy standards description:

Number of Bedrooms	Min. # Household Members	Max. # Household Members
1 – One Bedroom	1	2
2 – Two Bedroom	2	4

Any household placed in a unit size different from that defined in these Occupancy Standards shall agree to transfer to an appropriate size unit when one becomes available.



Verifying the Need for an Accessible Unit

When an applicant requests an accessible unit or a unit preference, such as a first floor unit, the owner/agent will conduct inquiries to:

1. Verify that the applicant is qualified for the unit, which is only available to persons with a disability or to persons with a particular type of disability
2. Verify that the applicant needs the features of the unit as an accommodation to his or her disability
3. Verify that the applicant is qualified to receive a priority on the waiting list available to persons with a disability or to persons with a particular type of disability

PROGRAM ELIGIBILITY

Based on federal regulations, the owner/agent may admit only eligible applicants. In the selection of applicants for admission, eligibility criteria have been established in accordance with HUD guidelines. The following eligibility standards will be applied in accordance with HUD requirements:

1. The household's annual income must not exceed program income limits at move-in.
2. The Head-of-Household (HOH), co-Head-of-Household and the spouse (regardless of age) and all adults in each household must sign an Authorization for Release of Information (HUD Forms 9887 and 9887A) and owner/agent created verification documents prior to receiving assistance and annually thereafter.
3. The unit for which the household is applying must be the household's only residence.
4. An applicant must agree to pay the rent required by the program under which the applicant will receive assistance.
5. Only U.S. citizens or eligible non-citizens may receive assistance (*See additional information below and in Appendix B*).
6. Applicants who claim eligible status must disclose Social Security Numbers for all household members and provide proof of the numbers reported (*See additional information below*).
7. The household size must be appropriate for the available apartments (*See Occupancy Standards*).
8. All information reported by the household is subject to verification.

Disclosure and Verification of Social Security Numbers

All household members receiving HUD housing assistance or applying to receive HUD housing assistance are required to provide a Social Security Number and adequate documentation necessary to verify that number. This rule applies to all household members including live-in aides, foster children and foster adults. Adequate documentation includes a Social Security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN such as:

- Original Social Security card
- Driver's license with SSN
- Identification card issued by a federal, State, or local agency, a medical insurance provider, or an employer or trade union.
- Earnings statements on payroll stubs
- Bank statement
- Form 1099
- Retirement benefit letter
- Life insurance policy
- Court records



Exceptions to Disclosure of Social Security Number

The Social Security Number requirements do not apply to:

1. Individuals age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010.
2. Individuals who do not contend eligible immigration status.
3. A child under the age of 6 years added to the applicant household within the 6-month period prior to the household's date of admission. The household will have a maximum of 90-days after the date of admission to provide the Social Security Number and adequate documentation that the Social Security Number is valid. An additional 90 days may be granted under certain circumstances. If the household does not provide the Social Security Number and adequate documentation to verify the Social Security Number within the prescribed timeframe, HUD requires that the owner/agent terminate tenancy.

If, at the time a unit becomes available, all non-exempt household members have not provided adequate documentation necessary to verify Social Security Numbers, the next eligible applicant must be offered the available unit.

All non-exempt household members have ninety (90) days-from the date they are first notified that a unit is available-to provide documentation necessary to verify the Social Security Numbers. During this 90-day period, the household may retain its place on the waiting list, but will not be considered again until the required documentation is provided.

If, after ninety (90) days, the applicant is unable to disclose/verify the Social Security Numbers of all non-exempt household members, the household will be determined ineligible and removed from the waiting list.

The applicant may apply again, after obtaining the appropriate documentation. The applicant will be placed on the waiting list based on the date and time the **new** application is received.

Secondary Verification of the Social Security Number

The Social Security Number provided will be compared to the information recorded in the Social Security Administration database through HUD's Enterprise Income Verification System (EIV) to ensure that the Social Security Number, birth date and last name match.

If EIV returns an error that cannot be explained or resolved, assistance and/or tenancy may be terminated and any assistance paid in error must be returned to HUD. If the applicant/resident deliberately provides an inaccurate Social Security Number, the owner/agent and/or HUD may pursue additional penalties due to attempted fraud.

CITIZENSHIP/IMMIGRATION STATUS REQUIREMENTS

Applicants are required to declare U.S. citizenship or submit evidence of eligible immigration status for each household member seeking housing assistance.



The owner/agent is required to obtain the following:

1. Family Summary Sheet (*lists all household members who will reside in the assisted unit*)
2. Citizenship Declaration - Each household member listed on the Family Summary Sheet must complete a declaration of citizen or non-citizen status
3. Forms and/or evidence of citizen/immigration status as required by HUD

Additional information regarding submission and verification of proof of citizenship status or eligible non-citizen status can be found in Appendix B.

If any applicant has questions or experiences difficulty providing the described information or determining the type of documentation required, the applicant should contact the management office. If any applicant is unable to provide the required documentation in the timeframe indicated in Appendix B, the applicant must contact the management office to request an extension.

If any applicant fails to provide this information in the timeframes described, the owner/agent cannot provide assistance and the application will be rejected.

The owner/agent will offer the household assistance, providing subsidy to those eligible household members whose documents were received on time, when the following criteria is met:

1. At least one member of the household has submitted the required documentation in a timely manner and has been determined to be eligible based on all of the criteria in this resident selection plan
2. Assistance/unit is available
3. The household is the next household to be selected from the waiting list

Proof of declared citizenship status must be provided for all household members. Members who claim U.S. citizenship can provide any documents approved by HUD or the Department of Homeland Security (DHS) to prove citizenship. Additional information is provided in Appendix B.

Non-citizens claiming eligible status must follow the guidance provided in Appendix B and in 24 CFR to prove eligible non-citizen status.

Applicants must be able to provide proof of citizenship or legal immigration status, pursuant to Appendix B.

Citizenship eligibility must be reviewed after move-in if eligibility status can change. If any household member is determined to be an ineligible non-citizen, either at application or after move-in, assistance and/or tenancy may be denied, terminated or prorated as appropriate.

SINGLE RESIDENCE/SUBSIDY CRITERIA

A household is eligible for assistance only if the unit will be the household's only residence. The owner/agent will not knowingly assist applicants who will maintain a residence in addition to the HUD-assisted unit.

Applicants MUST disclose if they are currently receiving HUD housing assistance. Residents can only receive subsidy for one unit/residence at a time. This prohibition does not prevent a person who is currently receiving assistance from applying for an assisted unit in another property.



If, for any reason, an applicant moves in to this property before moving out of another subsidized unit, the new resident will be required to pay market rent until the move out from the previous property is complete and the resident is eligible to receive HUD subsidy for this property. Assistance in the new unit will begin, if the household is still eligible, the day after assistance ends for the previous unit.

There is an exception to the rule in the foregoing paragraph: Children in joint custody arrangements can receive HUD housing assistance in two units when both parent/guardian families receive HUD housing assistance.

However, only one household may use the \$480 dependent deduction to determine adjusted income. In these cases, additional verification is required. The owner/agent will request:

- Verification of the custody/guardianship/living arrangement - *Please see Appendix D for additional information*
- Verification of the use of the \$480 deduction. The owner/agent will verify use of the \$480 dependent deduction with the other owner/agent if :
 1. The child will live in the unit at least 50% of the time and
 2. The parent wishes to claim the \$480 deduction, and
 3. Both families are receiving HUD housing assistance

All adults will be required to sign the Acknowledgement in Appendix C.

ELIGIBILITY OF STUDENTS ENROLLED AT AN INSTITUTE FOR HIGHER EDUCATION

Student eligibility is determined at move-in/initial certification and at each annual certification. Student eligibility may also be reviewed at interim certification if student status has changed since the last certification. A student who is otherwise eligible and meets screening requirements is eligible for assistance if the student meets the criteria indicated below. 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; and
2. Is under the age of 24; and
3. Is not married; and
4. Is not a veteran of the United States Military; and
5. Does not have a dependent child; and
6. Is not a person with disabilities, as such term is defined in 3(b)(3)(E) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b)(3)(E)) and was not receiving section 8 assistance as of November 30, 2005; and
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 (the parents individually or jointly) who are not income eligible to receive Section 8 assistance.

NOTE: *Unless the student can demonstrate his or her independence from parents, the student must be eligible to receive Section 8 assistance **and** the parents (individually or jointly) must be eligible (income eligible) to receive Section 8 assistance in order for the student to receive Section 8 assistance.*



For a student to be eligible independent of his or her parents (where the income of the parents is not relevant), the student must demonstrate independence from the student's parents. While owners may use additional criteria for determining the student's independence from parents, owners must use, and the student must meet, at a minimum **all** of the following criteria to be eligible for Section 8 assistance. The student must:

1. Be of legal contract age under state law;
2. Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy, **or**,
 - a. meet the U.S. Department of Education's definition of an independent student. (See the Glossary for definition of Independent Student);
3. Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and
4. Obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. This certification is required even if no assistance will be provided.
5. If an ineligible student is a member of an existing household receiving Section 8 assistance, the assistance for the household will not be prorated but will be terminated

***NOTE:** An owner cannot evict or require an ineligible student to move from a unit as long as the student is in compliance with the terms of the lease.*

Any financial assistance a student receives (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 shall be considered income to that individual, except for:

- A person 24 years of age or older with dependent children as defined by HUD or
- A person living with his/her parents

The definition of tuition is consistent with the definition provided by the Department of Education

Prohibition of Assistance to Noncitizen Students

Noncitizen students and their noncitizen families may not receive assistance. Noncitizen students are not eligible for continuation of assistance or temporary deferral of termination of assistance. A noncitizen student is defined as an individual who is as follows:

1. A resident of another country to which the individual intends to return;
2. A bona fide student pursuing a course of study in the United States; and
3. A person admitted to the United States solely for the purpose of pursuing a course of study as indicated on an F-1 or M-1 student visa.

This prohibition applies to the noncitizen student's noncitizen spouse and noncitizen children. However, spouses and children who are U.S. citizens may receive assistance. For example, a family that includes a noncitizen student married to a U.S. citizen is a mixed family.



PROCEDURES FOR TAKING APPLICATIONS

It is the owner/agent's policy to accept and process applications in accordance with HUD guidance. The owner/agent will make a reasonable accommodation to assist in the application process if the applicant or any member of the applicant household is disabled.

Upon request, the owner/agent will provide interested parties with a copy of the application package. The person who is indicated as the Head-of-Household (HOH) must execute and sign all documents that are included in the application package.

Before completing or executing any forms, additional copies should be made for all adult household members and in some cases for minors who will live in the unit.

All adult applicants must complete the application package as instructed.

The owner/agent requires applicants to provide a government issued photo ID - used for verifying the identity of all applicants. If the applicant is not able to visit the site, alternative means of verifying identity, such as Skype or Facetime, may be utilized.

In some cases and when appropriate, this ID may also be used to verify age and citizen/non-citizen eligibility status.

The owner/agent will require a birth certificate or other documentation that can be used to verify age, citizen/non-citizen eligibility status and relationship to other household members as required by HUD.

All applications can be submitted on site at the property management office. The owner/agent will accept applications using alternative methods including mail or internet submission. The owner/agent will also accept the application in an equally effective format, as a reasonable accommodation, if there is the presence of a disability.

All documents in the Application Package must be **completed in full**, signed and dated in order to be accepted. Applicants **will not** be added to the waiting list until all application forms have been properly completed and signed as appropriate.

INCOMPLETE APPLICATIONS

If the application is not complete, the owner/agent will attempt to contact the applicant to obtain missing information. The applicant will have fifteen (15) business days after said owner-contact-attempt to respond and provide missing information. If the applicant fails to provide required information within said fifteen (15) day period, the owner/agent will **return the application** to the applicant.

PRELIMINARY DETERMINATION OF APPLICANT ELIGIBILITY

Information needed to determine applicant eligibility shall be obtained, verified, and the determination of applicant eligibility performed, in accordance with HUD and property eligibility requirements.

Upon receipt of the completed application, the owner/agent will make a preliminary eligibility determination before adding a household to the waiting list or initiating final eligibility tasks. Criminal and credit screening are conducted, pursuant to the property's "Criminal Background and Residency Screening" (the "Applicant Screening Policy", which is incorporated herein, and annexed hereto as



Appendix F), before all other screening and before the owner/agent begins the processes required to determine eligibility.

The owner/agent will review the application to ensure that there are no obvious factors that would make the applicant ineligible.

If a preliminary eligibility review indicates that a household appears eligible for tenancy, but units of appropriate size are not available, the owner/agent will place the household on the waiting list for the property and notify the household when a suitable unit becomes available.

If an applicant is otherwise eligible but no appropriate unit exists in the property, the owner/agent will reject the application.

FINAL DETERMINATION OF ELIGIBILITY

All adult (and if appropriate minor) applicants will be subject to certain screening based on landlord/rental history, credit history and criminal history, pursuant to the Applicant Screening Policy.

Criminal and credit screening are conducted before all other screening and before the owner/agent begins the processes required to determine eligibility.

If criminal history or credit history is not acceptable, the owner/agent will notify the resident and/or reject the application as required by HUD and indicated in the description below. The owner/agent will not conduct additional screening and will not take steps to determine applicant eligibility.

If criminal history and credit history are acceptable, the owner/agent will conduct resident screening. If resident screening is not acceptable, the owner/agent will notify and/or reject the application as required by HUD and indicated in the description below. The owner/agent will not take steps to determine applicant eligibility.

If resident screening is acceptable, the owner/agent will complete the tasks necessary to determine eligibility.



LIVE-IN AIDES

Please contact the management office staff if the resident wishes for a live-in aide to move into the unit. If the family plans to include a live-in aide, the live-in aide is not required to complete the same application forms. Live-in aides must complete the Live-in Aide Questionnaire and participate in screening and other owner/agent verifications that are required.

The live-in aide has no rights to the unit as a remaining family member and must agree to relinquish possession of the unit within a reasonable time if the resident is absent for an extended period of time or if the resident vacates/surrenders/abandons the unit for any reason. The live-in aide will be required to sign an acknowledgement that the live-in aide has no right of residency or occupancy if the resident is absent or if the resident moves out for any reason including death.

WAITING LISTS

To ensure that applicants are appropriately and fairly selected for the next available unit (*when a unit of the appropriate size or type is not available at the time of application*), it is essential for the owner/agent to maintain waiting lists. The owner/agent will place the applicant household on the waiting list (if a unit of appropriate size or type is not available at the time of application) after preliminary determination is complete.

Applicants will have the option of specifying a desired unit size or multiple unit sizes when completing the application. The applicant will be placed on the waiting list for all indicated unit sizes/types as long as:

- The applicant household meets the Occupancy Standards described in this Plan, and
- The waiting list for the unit size is open

The applicant (Head-of-Household (HOH)) will be contacted, based on the waiting list selection criteria, for the first unit that becomes available based on the selection guidelines described in this Plan.

MAINTAINING WAITING LISTS

It is the policy of the owner/agent to administer its waiting list as required by HUD handbooks and regulations. The owner/agent will update the waiting list by removing the names of applicants based on the requirements set forth in this Plan.

The owner/agent will contact each applicant household annually or the first 25 applicants on each waiting list to determine continued interest. The HOH will be the only person contacted unless otherwise requested.

If this letter is unable to be delivered by the United States Postal Service, the application will be rejected and the household will be removed from the waiting list.

If the HOH fails to respond to the owner/agent inquiries regarding the desire to remain on the waiting list, the application will be rejected and the household will be removed from the waiting list.

In addition, an adult member of the applicant household must contact the property, in writing, if household information (i.e. number of household members, number of future household members,



criminal history, income, etc.) changes. If the household size or composition changes, the owner/agent will:

1. Update the waiting list information; and
2. Decide whether the household needs the same or a different unit.

If, as a result of the household composition change, it is determined that the household will be on the waiting list for a different unit than originally indicated, the household will maintain their place (to the extent based on the time of application) on the waiting list for the new unit.

In addition, if an applicant wishes to request a different unit type, where no change in family composition or reasonable accommodation request has occurred, the applicant will be required to complete a new application for that unit type and the application will be processed in accordance with this Resident Selection Plan.

If there are no units of the appropriate size on the property, the household will be rejected and will be removed from the waiting list.

REMOVAL OF APPLICANTS FROM THE WAITING LIST

The owner/agent will remove an applicant's name from the waiting list when/if any of the following apply:

- Applicant requests that the household name be removed
- The unit that is needed – using household size as the basis – has changed, and no appropriate size/type unit exists in the property
- The unit that is needed – using household size as the basis – has changed, and the waiting list is closed for that unit size/type
- Applicant fails to meet eligibility requirements
- Applicant fails to meet occupancy standards
- Applicant fails to meet screening requirements
- Applicant is rejected for any reason described in this Plan
- Applicant cannot be contact by United States Mail (letters are returned or undeliverable)
- Applicant cannot be contacted by phone (number disconnected or changed)
- Applicant fails to keep application information up to date based on the requirements described in this Plan
- Applicant was clearly advised, in writing, of the requirement to tell owner/agent of his/her continued interest in housing by a particular time and failed to do so
- Applicant or Internal Transfer refused second offer of a unit (*See Right to Refusal Policy for additional information.*)

If an applicant is removed from the waiting list, and subsequently the owner/agent determines that an error was made in removing the applicant, the applicant will be reinstated at the original place on the waiting list.



If an applicant is removed from the waiting list and the applicant household subsequently feels that the household is now qualified for assistance/tenancy, the applicant household must submit a new application. The applicant household will be placed on the waiting list, as necessary, based on the submission date and time of the **new** application.

There are certain situations when the owner/agent may refuse to accept an application. The owner/agent will not accept applications from individuals who were previously rejected because, without limitation, the applicant:

- Is subject to a state lifetime sex offender registry
- Has been convicted of a crime as indicated in the Applicant Screening Policy (*certain time restrictions apply*)
- Has been evicted from another property managed or owned by the owner/agent
- Has been evicted from a federally assisted property for drug use in the last three years

NOTE: *The applicant may refer to the Applicant Screening Policy for additional information.*

In addition, if an applicant previously accepted a unit offered by the owner/agent and the applicant failed to take possession of the unit on the agreed upon date without notice to the owner/agent, the owner/agent reserves the right to refuse all future applications.

SELECTING APPLICANTS FROM THE WAITING LIST

When a unit becomes available, the owner/agent will contact the next household on the waiting list (*based on the selection criteria described in this Plan*) and the household members will be required to meet with management for an eligibility interview.

No decisions as of/after this eligibility interview (referenced in the foregoing paragraph) to offer the unit shall be made until all information presented by the applicant has been verified and the final eligibility determination is complete.

INCOME TARGETING

Based on the HUD contract for this property, the owner/agent is required to comply with the Income Targeting Requirement. On October 1, 1981, a law became effective limiting income eligibility for Section 8 assistance. At properties with Section 8 contracts effective on or after that date, only families at or below the very low-income limit are eligible for assistance. Since this property is **post-1981** current HUD regulations allow admission to **Crescent Park Manor** to “very low income” applicants and “extremely low income” applicants. For each project assisted under a contract for project-based assistance, not less than **40%** of the dwelling units that become available for occupancy in any fiscal year shall be available for leasing only by families that are **extremely low income** (“ELI”) families at the time of admission. Applicants will be selected in the order of the official date of application. The selection process will thereafter continue in the same direction.

Crescent Park Manor has chosen to meet the target based on expected vacancies first; and then use the Wait List in chronological order.



Extremely low-income applicants will be selected from the Wait List first to occupy 40% of the number of units expected to be filled during the year. Once this target has been reached, applicants will be selected from the Wait List in order of application date.

If the Wait List does not include eligible applicants with annual incomes at or below 30% of the area median, management will market and outreach to achieve the desired mix. If after actively marketing for a minimum of 30 days, management is unable to fill vacant units with ELI families, units will be offered to other eligible families.

PREFERENCES

Applicants with preferences are selected from the waiting list and receive an opportunity for an available unit earlier than those who do not have a preference.

Assigning preferences to applicants who meet certain criteria is a method intended to provide housing opportunities to applicants based upon household circumstances.

Preferences affect only the order applicants are selected from the waiting list. They do not make anyone eligible who was not otherwise eligible. Preferences are not permitted if they, in any way, interfere with affirmative marketing efforts or fair housing requirements.

Owner/agent-Adopted Preferences

Unit Transfer Preference: Residents who have submitted a Unit Transfer Request and who are deemed eligible for the transfer are given preference on the waiting list. This means that a resident transferring from one unit to another will be offered a unit before an applicant. (*See Unit Transfer Policy*)

Split Household Preference: If two or more adult household members reside in one unit and one or more adults choose to apply for a separate unit, the “new family” requesting a separate unit will be required to submit an application. Household members who remain in the existing unit are not required to re-apply.

The application will be reviewed for eligibility as described in this plan and if approved, that applicant will receive preference over other residents and applicants.

If the household split is requested and qualifies for special consideration based on the VAWA Emergency Transfer policy, the request will receive preference over other requests to “split” a household. (*See Split Household Policy*)

Elderly Preference: [Crescent Park Manor](#) has implemented an Elderly Preference, pursuant to and consistent with the requirements of HUD Handbook 4350.3 REV-1 (and any applicable laws, rules, and regulations). (*See Elderly Preference Policy*)



Verification of Preferences

All preferences will be verified using the verification methodology described in this resident selection plan.

When a Request for Preference is Denied

If it is determined that an applicant does not meet the criteria for receiving a preference, the applicant will receive written notice of this determination within ten (10) business days.

The notice will contain the reasons for the determination. The applicant has the right to meet with the owner/agent representative to review or appeal the decision.

Change in Preference Status While on the Waiting List

Occasionally households on the waiting list who did not qualify for a preference when they applied will experience a change in circumstances that qualifies them for a preference. In such cases, it is the responsibility of the applicant to contact the owner/agent so that their change in status may be verified and the waiting list can be updated to reflect the preference as appropriate.

To the extent the verification determines the household does now qualify for a preference, they will be selected from the waiting list in accordance with the preference and the date the application was received.

Exceptions to the Preference Rule

Management must give priority to current residents:

- Residing in a unit that has been determined uninhabitable due to flood, fire or other natural disaster
- When a unit is designated for rehabilitation or repair

These situations represent extenuating circumstances and the normal selection order may be adjusted to address the needs of these residents (identified in the foregoing paragraph).

OPENING AND CLOSING WAITING LIST

In order to ensure that applicants on the waiting list are processed in a reasonable amount of time, the owner/agent may stop accepting applications and close waiting lists in whole or in part, subject to the reasonable discretion of the owner/agent. Decisions about closing and opening the waiting list will be based on the number of applications available for a particular size and type of apartment and the ability of the owner/agent to house an applicant in an appropriate apartment within a reasonable period of time.

The owner/agent will use a sixty (60)-month waiting period to determine whether the waiting list may be closed. If the owner/agent has sufficient applications, the waiting list may be closed completely.

Notices announcing that the waiting list is closed or open will be publicly announced in the following manner:

- Local newspapers
- Publications described in the Affirmative Fair Housing Marketing Plan
- Flyers distributed in applicable neighborhoods

Interested parties who insist on submitting applications when the waiting list is closed will not be considered. The application **will not be reviewed** and will be returned to the applicant.

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

PRIVACY POLICY

It is the policy of the owner/agent 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 owner/agent.

Neither the property owner nor its agents shall disclose any personal information contained in its records to any person or agency, other than HUD, its Contract Administrators or other federal/state entity or investor auditing entities, unless the individual about whom information is requested gives written consent to such disclosure or mandated by order or rule of a court of competent jurisdiction. Such consent may be provided in an equally effective manner, as a reasonable accommodation, when there is the presence of a disability.

This Privacy Policy in no way limits the owner/agent's ability to collect such information to determine eligibility, compute rent, or determine an applicant's suitability for tenancy.



VERIFICATION

The owner/agent shall obtain verifications in compliance with requirements set forth by HUD. After the preliminary eligibility determination, no decision to approve an application shall be made until information provided on the application form and during subsequent interviews has been collected and any necessary follow-up interviews have been performed. All information relative to the following items must be verified as described in these procedures:

INFORMATION TO BE VERIFIED

Information to be verified includes, but is not limited to:

- 1) Eligibility for Admission, such as
 - a) Income
 - b) Assets and Asset Income
 - c) Identification
 - d) Age
 - e) Household Composition
 - f) Social Security Numbers
 - g) Citizenship And/or Legal Status
 - h) Student Status
 - i) Current HUD Assistance
- 2) Allowances, such as
 - a) Age
 - b) Disability
 - c) Full Time Student Status
 - d) Child Care Expenses
 - e) Disability Assistance Expenses
 - f) Medical Expenses (For Elderly/Disabled Households Only)
- 3) Preferences
 - a) Transfer Preference
 - b) Split-Household Preference
 - c) Elderly Preference
- 4) Compliance with Resident Screening Guidelines, such as
 - a) Criminal History
 - b) Credit History
 - c) Rental/Residence History
- 5) The Need for an Accessible Unit

METHODS OF VERIFICATION

Verifications will be attempted in the following order:

- 1) Upfront Income Verification (UIV)
- 2) Third-party (as appropriate)
- 3) In the absence of any of the above, notarized or witnessed statements from the household member (*the owner/agent is not required to accept family/self certification*). Each file will be documented,



when appropriate, to show that staff attempted to obtain third-party verification before relying on family certification.

SOURCES OF INFORMATION

Sources of information may include, **but are not limited to:**

- Any member of the applicant household
- Present and former housing providers/landlords
- Present and former employers
- Banks
- Insurance Companies
- Any Asset Manager
- Family members
- Any person or organization providing gifts/regular contributions to the household
- Credit Screening providers
- Criminal Screening providers
- Eviction Screening providers
- Social workers/Parole Officers
- Court records
- Drug Treatment Centers
- Health Providers
- Physicians
- Clergy
- Schools/Institutes of Higher Education
- Department of Homeland Security (DHS)
- Department of Health and Human Services (HHS)
- The Internal Revenue Service (IRS)
- The Social Security Administration (SSA)
- Medicare/Medicaid
- Representative of the United States Armed Forces
- Any federal/local benefit providers
- Pharmacies
- Utility Providers
- Local and non-local law enforcement
- Automated criminal databases
- Sexual Offenders registries when available
- The world wide web (internet)

The owner/agent will be the final judge of the credibility of any verification submitted by an applicant. If the owner/agent questions the validity of a document or the validity of information provided, it will be reviewed by management staff for a ruling regarding acceptability.

PERIOD FOR VERIFICATION

Only verified information that is less than 120 days old may be used for verification. Verified information not subject to change (such as a person's date of birth) will not be re-verified.



CONSENT AND VERIFICATION FORMS

Regardless of age, the Head-of-Household (HOH), the co- HOH, the spouse of the HOH, and all adult members of a household must sign HUD's consent forms so that the owner/agent can verify eligibility.

- 1) HUD-9887, *Notice and Consent for the Release of Information to HUD and to a PHA*
- 2) HUD-9887-A, *Applicant's/Resident's Consent to the Release of Information Verification by Owners of Information Supplied by Individuals Who Apply for Housing Assistance*

Consent and verification forms protect the rights and privacy of residents and applicants by allowing them to have control over any information collected about them.

All adult members of an applicant or resident household must also sign individual verification forms authorizing the owner/agent to verify household income and applicable eligibility factors (e.g., disability status) and to allow for screening.

When a minor living in the unit turns 18, he/she will have thirty (30) days to meet with the management staff and sign appropriate forms. Failure to do so will result in termination of subsidy for the entire household.

PROVISIONS FOR REFUSAL TO SIGN

If any member of the applicant's household does not sign and submit the consent forms as required, the owner/agent must reject the application and deny assistance and/or tenancy.

MISREPRESENTATION

Any information, provided by the applicant that proves to be untrue may be used to disqualify the applicant because of misrepresentation or attempted fraud. The owner/agent will not take any action to reduce or deny assistance based on inconsistent information received during the verification process until the owner/agent has independently investigated the information.

The owner/agent considers false information about the following to be grounds for rejecting an applicant:

- Identity
- Social Security Numbers/Information
- Income
- Assets/Income From Assets
- Household Composition
- Disability
- Birth Date/Age
- Citizenship, Naturalization, and/or Eligible Immigration Status
- Eviction History
- Criminal History
- Sexual Offender Status
- Eligibility For Preferences and Priorities
- Allowances
- Current/Previous Residence History



- Current Housing Assistance
- Status as a Student

Unintentional errors that do not cause preferential treatment will not be used as a basis to reject applicants.

APPLICANT SCREENING CRITERIA

Screening is performed in a manner that is reasonable, consistent, and complies with fair housing laws. Screening is used to help ensure that households admitted to a property will abide by the terms of the lease, pay rent on time, take care of the property and unit, and allow all residents to peacefully enjoy their homes.

Anyone who wishes to live on the property must be screened prior to moving in. This includes, but is not limited to, live-in aides, or additional household members wishing to move-in after the initial move-in. *Certain exceptions apply to children/minors.* The current Applicant Screening Policy in place at the time the new household member applies will be used to determine eligibility for admission.

All applicable provisions set forth in the annexed Applicant Screening Policy are incorporated, as if fully set forth, herein.

SCREENING FOR RECEIPT OF HUD ASSISTANCE IN ANOTHER UNIT

All applicants **MUST** disclose if they are currently receiving HUD housing assistance. The owner/agent will not knowingly assist applicants who will maintain a residence in addition to the HUD-assisted unit on this property. HUD provides the owner/agent with information about an applicant's current status as a HUD housing assistance recipient.

The owner/agent will use the **Existing Tenant Report** provided via HUD's Enterprise Income Verification System (EIV) to determine if the applicant or any member of the applicant household is currently receiving HUD housing 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 two assisted families share 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 (*Split household/Swap household*)

If an applicant fails to fully and accurately disclose rental history, the application may be denied based on the applicant's "misrepresentation" of information and the household will be removed from the waiting list. This information will be reviewed periodically after move-in.

If any household member receives or attempts to receive HUD housing assistance while receiving HUD housing 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.

OFFERING AN APARTMENT

When a unit becomes available and eligibility is determined, available units will be offered using one or more of the following methods:

- In writing
- Over the phone
- By email

If the owner/agent is unable to contact the HOH within ten (10) business days from the date of the communication (as set forth in the foregoing paragraph), the offer will be cancelled and the apartment will be offered to the next applicant based on the selection criteria described in this Plan.

Failure to respond to the owner/agent will be considered a refusal of the unit offer. (See Right to Refusal policies.)

OFFERING ACCESSIBLE UNITS

Units that have been made accessible in accordance with the Universal Federal Accessibility Standards or the Americans with Disabilities Act Accessibility Guidelines will be offered to applicant households with disabled members first. In some cases, the owner/agent may implement marketing effort to ensure that disabled households occupy accessible units.

Units with communication accessible features will be offered to households with a verified need for communication accessible units first.

Units with mobility accessible features will be offered to households with a verified need for mobility accessible units first.

After move-in, if the members of the household who required the special features of the accessible unit no longer reside in the unit, and where the lease permits, the owner will require the remaining members of the household to move to a unit without accessibility features when such a unit of the appropriate size becomes available.

If there is no household on the waiting list that has requested an accessible unit, the unit will then be offered to the next household based on the selection order. Before the applicant can accept that accessible unit, all adult members of the applicant household must sign an agreement that includes a requirement to move, at the household's expense, to the first available non-accessible unit that meets the household's occupancy requirements as described in this Plan. The resident household will not be required to move if:

1. No unit that meets the household's occupancy requirements is available
2. There is no applicant household on the waiting list requesting an accessible unit



In either of the cases above, the household will have a maximum of thirty (30) calendar days to complete the move.

If the applicant fails to move in thirty (30) calendar days, assistance will be terminated. This rule, in no way, affects the single residence criteria. The household can only accept assistance in one unit on any given day.

OFFERING UNITS TO APPLICANTS WITH DISABILITIES REQUESTING ACCESSIBILITY

FEATURES

Subject to any and all applicable preference(s), the owner/agent will not skip over a household that has reached the top of the waiting list and has indicated a need for certain unit features because of a disability.

The household will be given the opportunity to benefit from the program and decide, in compliance with the Fair Housing Act and Section 504, whether a unit meets the needs of the disabled household member. The household may accept the unit and request some modification to the unit as a reasonable accommodation. See Appendix A for information about requesting a reasonable modification.

OFFERING UNITS TO APPLICANTS OR RESIDENTS WITH PREFERENCES

Applicants/residents with preferences are selected from the waiting list and receive an opportunity for an available unit earlier than those who do not have a preference.

APPLICANT/RESIDENT SELECTION ORDER

Accessible Apartments will be offered in the following order:

1. The next household on the waiting list who resides in an accessible unit and who is requesting a unit transfer to a different accessible unit based on a verified need for a reasonable accommodation
2. The next household on the waiting list who resides in an accessible unit and who is requesting a unit transfer to a different accessible unit based on a verified medical need
3. The next household on the waiting list who resides in an accessible unit and who is requesting a unit transfer to a different accessible unit based on a change in household size or composition
4. The next household on the waiting list who resides in a non-accessible unit and who is requesting a unit transfer to an accessible unit based on a verified need for an accessible unit
5. The next adult household member on the waiting list requesting a separate unit (household split) and the new household will include a member that needs the features of that accessible unit (*Certain requirements apply – See Split-Household Policy*)
6. The next household on the waiting list who resides in an accessible unit and who is requesting a unit transfer to a different accessible unit – no medical need or reasonable accommodation (*Certain requirements apply – See Unit Transfer Policy*)
7. The next applicant household on the waiting list with a verified need for an accessible unit
8. The next household on the waiting list who does not need an accessible unit but who is requesting a unit transfer to a different unit based on a verified need for a reasonable accommodation when no residents or applicants require the features of an accessible unit



9. The next household on the waiting list who does not need an accessible unit but who is requesting a unit transfer based on a verified medical need when no residents or applicants require the features of an accessible unit
10. The next household on the waiting list who does not need an accessible unit but who is requesting a unit transfer to a different size unit based on change in household size or composition when no residents or applicants require the features of an accessible unit
11. The next adult household member requesting a separate unit (household split) when no residents or applicants require the features of an accessible unit (*Certain requirements apply – See Split-Household Policy*)
12. The next resident on the waiting list requesting a unit transfer – no medical need or reasonable accommodation (*Certain requirements apply – See Unit Transfer Policy*)
13. The next resident on the waiting list whom meets the elderly preference criteria (*Certain requirements apply – See Elderly Preference Policy*)
14. The next applicant household on the waiting list

Standard Apartments will be offered in the following order:

1. The next household on the waiting list being transferred to a different unit because no one in the household requires the accessibility features of the unit in which they are currently living
2. The next household on the waiting list requesting a unit transfer based on a verified need for a reasonable accommodation
3. The next household on the waiting list requesting a unit transfer based on a verified medical need
4. The next household on the waiting list requesting a unit transfer to a different size unit based on a change in household size and/or composition
5. The next adult household member requesting a separate unit (household split) (*Certain requirements apply – See Split-Household Policy*)
6. The next resident on the waiting list requesting a unit transfer – no medical need or reasonable accommodation (*Certain requirements apply – See Unit Transfer Policy*)
7. The next resident on the waiting list whom meets the elderly preference criteria (*Certain requirements apply – See Elderly Preference Policy*)
8. The next applicant household on the waiting list

RIGHT TO REFUSAL

The Right to Refusal Policy applies to applicants and existing residents who have submitted a Unit Transfer Request. Residents requesting unit transfer and applicants will be offered available units based on the information included in this resident selection plan.

Each household will be offered the opportunity to accept an offered apartment two (2) times. If a resident/applicant does not wish to accept an offered apartment, they have the right to refuse the offer. Residents/applicants must notify the owner/agent of their intent to refuse the unit offer by using one or more of the following methods:

- In writing (delivered by fax, mail or other means)
- By email
- Over the phone



Note: If the refusal is made over the phone, contact must be made with a member of the management staff. Leaving a message is not adequate.

The first time an applicant or resident refuses a unit, the unit will be offered to the next qualified household based on the selection order described above. The applicant or resident will retain the same place on the waiting list.

The second time an applicant or resident refuses an offered unit, the household will be moved to the bottom of the waiting list.



Right to refusal policies will be modified in three cases:

1. If a disabled applicant or resident is at the top of the waiting list, they will be offered units as they become available regardless of whether they include accessible features. A disabled household has the right to refuse an unlimited number of non-accessible units or units that do not meet specific accessibility requirements. Note: *Certain restrictions apply to non-elderly disabled households when HUD's program eligibility requires the need for an accessible unit.*
2. If an applicant or resident household with no disabled members is at the top of the waiting list, and there are no disabled households on the waiting list, that household may be offered an accessible unit. An applicant household with no disabled household members has the right to refuse an unlimited number of accessible units or units that do not meet their needs.
3. Any applicant may reject an available unit on a property set aside for the elderly and/or disabled if this unit is close to another unit with an animal. This action will not negatively affect the household's application for occupancy or position on the waiting list to be eligible for the next available unit. The owner/agent is not obligated at the time the applicant rejects a unit to provide an alternate unit.

TIMEFRAME FOR TAKING POSSESSION OF A UNIT

The applicant must agree to take possession of a unit in no more than thirty (30) calendar days unless the owner/agent provides written exception to this policy.

If the applicant household does not complete appropriate paperwork and does not take possession of the unit within thirty (30) days from accepting the offer, the applicant will be subsequently rejected and removed from the waiting list. (Extenuating circumstances related to verified medical situations will be considered.) The owner/agent reserves the right to refuse subsequent applications. The unit will be offered to the next eligible applicant/resident based on the selection order described in this Plan.

UNIT TRANSFER POLICIES

The owner/agent will accept requests for transfer based on the following:

1. There is a need for a unit transfer because of a change in household size and/or composition
2. There is a need for a unit transfer based on the verified need for an accessible unit
3. There is a verified medical need for a different unit.
4. There is a need for a unit transfer of a household that does not require the accessibility features of a unit in which they are living
5. Household has lived in the current unit for at least one year and wishes to move to a different unit

Existing residents must complete a Unit Transfer Request. The Unit Transfer Request must be completed and signed by the head of household and all adult household members who wish to move. The owner/agent will accept the Unit Transfer Request in an equally effective format, as a reasonable accommodation, if there is the presence of a disability.

Special consideration is given when the unit transfer is requested because there is:

- A verified medical need for a different unit



- A verified need for an accessible unit
- There is a need for a unit transfer of a household that does not require the accessibility features of a unit in which they are living to accommodate a disabled resident/applicant on the waiting list.
- A change in household size that makes the current unit too large or too small for the family based on the owner/agents occupancy standards

Except in those cases described above, unit transfers will be granted only if and will be processed in a ratio of three (3) move-ins from the non-unit-transfer waiting list to one (1) unit transfer:

- The household has not given notice to move
- The resident is not being evicted
- The resident is current for all outstanding charges
- The resident is not currently in an active or suspended repayment agreement for failing to fully and accurately report income or household composition
- The resident has no record of more than one minor lease violation in the last 12 consecutive months.
- The resident has no record of any major lease violations
- The resident complies with lease provisions regarding decent safe and sanitary conditions of the current unit
- The resident has no more than two (2) late rent payments in the last 12 consecutive months.

A unit transfer request for a household whose size/composition has not changed since move-in (or most recent transfer transfer) will not be considered for at least one year.

A household living in an apartment too large for its needs will not be required to move if there are no applicants waiting for the bedroom size to be vacated by the transfer.

An appropriate sized unit will be available before the resident household is required to move. At that time, the household will have five (5) days to complete the transfer.

SECURITY DEPOSITS, PET DEPOSITS & UNIT TRANSFERS

When a resident transfers to a new unit with all other household members, the owner/agent will charge a new security deposit and refund the security deposit for the old unit less any outstanding amounts for rent, fees or damages.

When a resident owns a pet, the original unit will be assessed for damages caused by the pet as outlined in the Pet Policy.

HOUSEHOLD SPLIT

In some cases, a household may split. A Split Household is defined as one assisted household becoming two or more assisted households. This happens when one or more household members move out of the unit in to a new unit. Some of the original household members remain in the original unit.

When this happens, those members establishing a “new” household will be treated as applicants with a preference. New application documents must be completed and submitted to the owner/agent.



The “new” household must be eligible and must meet all screening requirements. The resident selection plan in effect at the time of the final eligibility determination will be used.

Except in the cases described below, split-household transfers will be granted only once the initial lease term has been completed. Split household transfers will be handled in a ratio of three (3) move-ins from the non-unit-transfer waiting list to one (1) unit transfer:

1. The household as indicated they are a VAWA protected tenant.
2. The household has requested a reasonable accommodation requesting an accessible unit.

SECURITY DEPOSITS, PET DEPOSITS & HOUSEHOLD SPLITS

If the household “splits” and one or more residents remain in the original unit, the original security deposit will remain with the original unit and a new security deposit will be collected for the new unit.

If the household “splits” and the original unit becomes vacant, the original security deposit less any outstanding amounts for rent, fees or damages will be refunded to the head of household listed on the most recent certification and a new security deposit will be collected for the new unit(s).

If all pets are being moved to the new unit, the pet owner/resident will be assessed for damages caused by the pet.

Elderly Preference

Except for those units reserved for occupancy only by disabled families, which units are not affected by the Elderly Preference, a family in which the head of household, co-head or spouse is at least sixty-two years of age shall be granted preference on a waiting list when a unit becomes available.

If [Crescent Park Manor](#) exceeds the established number of units and leases additional units to nonelderly disabled families and the units later become available for occupancy, [Crescent Park Manor](#) may fill the vacancies with elderly families/persons, provided that the established set-aside percentage of units is met.

The set-aside number of units for nonelderly disabled families is not unit specific.

A nonelderly disabled family may occupy a unit without accessible design features.

Elderly families may occupy any unit, provided that the set-aside number of units for nonelderly persons with disabilities is preserved.

In the event that [Crescent Park Manor](#) exceeds the set-aside number of units for nonelderly disabled families, [Crescent Park Manor](#) is not required to continue to exceed the set-aside number of units.

[Crescent Park Manor](#) shall follow the following Guidelines with respect to the Elderly Preference:



1. To ensure proper waiting-list selections by [Crescent Park Manor](#), all housing applicants shall provide complete eligibility information regarding both age and disability.
2. [Crescent Park Manor](#) shall maintain the following waiting lists, each of which waiting list shall indicate, among other things, whether each respective applicant on the waiting list is deemed eligible for the Elderly Preference by virtue of an “E” notation next to the applicant’s name on the waiting list:
 - One Bedroom;
 - Two Bedroom; and
 - Transfer.
3. Each applicant, upon the applicant’s completion of an application for housing, who (i) is deemed eligible for housing and (ii) has attained 62 years of age shall have an “E” notation placed next to the applicant’s name on one of the waiting lists enumerated in the foregoing Guideline 2, as appropriate.
4. In the event that a non-“E” applicant on a waiting list attains 62 years of age while on the waiting list, such applicant shall be moved to the bottom of the appropriate preference waiting list. The date of such applicant’s application, for purposes of the appropriate preference Waiting List, shall be the date on which such applicant attained 62 years of age.
5. No less than ten percent of the units in [Crescent Park Manor](#) shall be occupied by nonelderly disabled persons/families. If the disabled-tenant-occupancy figure drops below ten percent, the next vacant unit shall go to a disabled person/family (if any) from [Crescent Park Manor](#)’s waiting list, regardless of the Elderly Preference.
6. If the Project is at or above the ten-percent disabled-tenant-occupancy figure, then the next vacant unit shall go to the next eligible “E” applicant from [Crescent Park Manor](#)’s waiting list, by date of application.
7. The following language is included in any correspondence to any applicant regarding the status of his or her application:

“[Crescent Park Manor](#) follows the federal guidelines for the ‘Elderly Preference’, which means that eligible persons not yet 62 years of age remain eligible for housing, but not for the HUD ‘Elderly Preference’.”

In the event that an “E” applicant applies after a non-“E” applicant has been contacted, but prior to assignment of the next vacant unit to such non-“E” applicant, such vacant unit shall be assigned to such “E” applicant.



CHANGES IN HOUSEHOLD COMPOSITION

ADDING HOUSEHOLD MEMBERS AFTER INITIAL OCCUPANCY

The owner/agent must approve any new adult household member **before** he/she moves in to the unit. Eligibility criteria, screening criteria and compliance with occupancy standards will be reviewed before the new household member is approved or denied.

The request to add a new household member will not be considered if the resident has provided notice to vacate the unit. This helps prevent applicants from “jumping” ahead on the waiting list.

Any new adult household member will be considered an applicant and must participate in the eligibility determination and screening processes described in the Resident Selection Plan in place at the time of the eligibility determination.

The rent/assistance payment will be re-calculated to reflect any income or allowances for the new household member. If the rent increases, the increase will take effect the first of the month following delivery of a 30-day notice of change to rent. If the rent decreases, the decrease will take effect the first of the month following the addition of the new household member.

This policy applies to live-in aides as well. Screening criteria will also be applied to live-in aides, **except for the criterion regarding credit performance or the ability to pay rent on time** because live-in aides are not responsible for rental payments. However, live in aides must meet other screening criteria established by the owner/agent. Income and/or allowances received by live-in aides will not be considered.

Information about new household members who are minors must be provided to the owner/agent as quickly as possible but within no more than thirty (30) calendar days. This includes, as applicable, required eligibility information including Social Security Numbers, proof of citizenship or non-citizen eligibility and other pertinent information.

If the new household member is under the age of six, special consideration regarding Social Security Number disclosure and verification of Social Security Numbers is given.

The household will be given ninety (90) calendar days to provide the Social Security Number and adequate documentation to verify the Social Security Number provided. In some cases, an additional ninety (90) days may be provided.

If the household fails to provide the required Social Security Number information within the allotted timeframe, the household’s tenancy will be terminated (eviction) in accordance with HUD requirements.

Each dependent child that lives in the unit may be eligible for a \$480 deduction that decreases the monthly rent payment by roughly \$12.00 per month. The rent payment will be re-calculated to reflect any income or allowances for the new household member.



If the rent increases, the increase will take effect the first of the month following delivery of a 30-day notice of change to rent. If the rent decreases, the decrease will take effect the first of the month following the addition of the new household member.

Failure to notify the owner/agent about changes in household composition as described above may result in retroactive rent changes and/or termination of subsidy/tenancy for the entire household. Please contact the owner/agent or property staff if you have questions about this policy.

REMOVING HOUSEHOLD MEMBERS AFTER INITIAL OCCUPANCY

Residents must notify the owner/agent if any household member listed on the lease or on HUD Form 50059 vacates/surrenders/abandons the unit. This notification must occur as quickly as possible but within no more than thirty (30) calendar days.

Upon notice, the rent payment will be re-calculated to remove any income or allowances for the previous household member. If the rent increases, the increase will take effect the first of the month following delivery of a 30-day notice of change to rent. If the rent decreases, the decrease will take effect the first of the month following the removal of the household member.

Failure to provide notice to the owner/agent, within thirty (30) days, could result in rent increases retroactive to the first of the month after the household member left. Subsidy paid in error will be returned, as required, to HUD.

If the resident fails to notify the owner/agent of a change in household composition within thirty (30) calendar days, and that change would result in a rent decrease, the owner/agent will make the decrease effective the first of the month following the notice. No retroactive rent credits will be returned to the resident.

Failure to notify the owner/agent about changes in household composition may result in termination of subsidy and/or tenancy for the entire household. Please contact the owner/agent if you have questions about this policy.

APARTMENT INSPECTIONS

All apartments must undergo periodic inspection conducted by the on-site management team, HUD or HUD's representatives/agents/administrators. These inspections include not only interior but also exterior inspections. Residents have the right to be present, and are, in fact encouraged, to be present during unit inspection.

The move-in inspection is an opportunity to familiarize the new resident with the property and the unit, as well as to document its current condition. By performing move-in inspections, the owner/agent and residents are assured that the unit is in livable condition and is free of damages. A move-in inspection gives the owner/agent an opportunity to familiarize residents with the operation of appliances and equipment in the unit.



The move-out inspection is conducted when a household vacates a unit. The owner/agent will list the damages on the Unit Inspection Form and compare it with the Unit Inspection Form completed at move-in to determine if there is any damage or excessive wear-and-tear.

In addition, the owner/agent will perform **unit inspections on at least an annual basis** to determine whether the appliances and equipment in the unit are functioning properly and to assess whether a component needs to be repaired or replaced.

This is also an opportunity to determine any damage to the unit and, if so, make the necessary repairs. At this time, residents may be charged for damages to the unit so long as those damages are not the result of normal wear-and-tear.

HUD, or its authorized contractor(s), has the right to inspect the units and the entire property to ensure that the property is being well maintained. These inspections assure HUD that owners and their agents are fulfilling their obligations under the regulatory agreements and/or subsidy contracts and that residents are provided with decent, safe, and sanitary housing.

CHANGES TO THE RESIDENT SELECTION PLAN

Applicants will be notified in writing when the resident selection plan undergoes significant change or when preferences are added or removed. At that time, applicants will be:

- 1) Given an opportunity to review the new plan
- 2) Notified of changes to preferences
- 3) Asked if they wish to remain on the waiting list

If the applicant household does not respond, that household will be deemed ineligible and removed from the waiting list.

The current resident selection plan, in place at the time of final eligibility determination, will be used to make a final decision to approve or reject the application.



APPENDIX A – REQUEST FOR REASONABLE ACCOMMODATION OR MODIFICATION

The owner/agent is committed to complying with the Fair Housing Act and Section 504 of the Rehabilitation Act by ensuring that its policies and practices do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities in connection with the operation of housing services or programs solely on the basis of such disabilities.

If an individual with a disability requests an accommodation or modification, the owner/agent will fulfill these requests, unless doing so would result in a fundamental alteration in the nature of the program or create an undue financial and administrative burden. In such a case, if possible, the owner/agent will offer an alternative solution that would not result in a financial or administrative burden.

- (1) The owner/agent informs all applicants/residents that, at any time, the applicant/resident or a person acting on behalf of the applicant/resident may make a request for reasonable accommodation or modification for an individual with a disability.
- (2) At the time of application, all applicants are provided with a copy of the Reasonable Accommodation - Modification Policy. This is provided in writing as part of the Application Package or, upon the applicant's request, the Policy will be provided in an equally effective format.
- (3) All applicants/residents are provided with a Reasonable Accommodation/Modification Request Form when requesting a reasonable accommodation or modification. The request will be accepted in an equally effective format, as a reasonable accommodation, if there is the presence of a disability. A resident or applicant may submit the request in writing, orally, or use another equally effective means of communication to request an accommodation or modification.
- (4) Residents and applicants may contact the management office located within their property for information about requests.
- (5) The owner/agent will provide an initial reply to requests as quickly as possible, but no more than thirty (30) business days from the receipt of the request unless the owner/agent explains the delay. Response may include but is not limited to:
 - i. Request Approval
 - ii. Request Denial
 - iii. Request for Additional Information or Verification of Need
 - iv. Request for More Time Needed to Process the Request
- (6) The owner/agent will consent to or deny the request as quickly as possible. Unless the owner/agent explains the delay, the applicant/resident will be notified of the decision to consent or deny within no more than thirty (30) calendar days after receiving all necessary information and documentation from the resident and/or appropriate verification sources. All decisions to grant or deny reasonable accommodations will be communicated in writing or, if required/requested, in an alternative format. Exceptions to the thirty (30) day period for notification of the owner/agent's decision on the request will be provided to the resident setting forth the reasons for the delay.
- (7) If the request for reasonable accommodation or modification is denied, the requestor has the right to appeal the decision within ten (10) business days of the date of the written notification of denial. The appeal meeting will be conducted by a person who was not originally involved in the decision to deny.



APPENDIX B – CITIZEN/NON-CITIZEN ELIGIBILITY

Applicants are required to declare U.S. Citizenship or submit evidence of eligible immigration status for each of household member seeking housing assistance. The owner/agent is required to obtain the following documents:

- 1) Family Summary Sheet (lists all household members who will reside in the assisted unit)
- 2) Citizenship Declaration (Each household member listed on the Household Summary Sheet must complete)
- 3) Forms and/or evidence of citizen/immigration status

If you have any questions or difficulty in providing the described information or determining the type of documentation required, please contact the management office. If you are unable to provide the required documentation in the timeframe indicated, you must contact the management office and request an extension. If you fail to provide this information, the owner/agent cannot provide assistance.

The owner agent will offer the household assistance, providing subsidy to those household members whose documents were received on time when the following criteria is met:

- 1) Assistance/unit is available
- 2) The household has come to the top of the waiting list
- 3) At least one member of the household has submitted the required documentation in a timely manner and has been determined to be eligible based on all of the criteria in this resident selection plan

If any household member is determined to be an ineligible non-citizen, either at application or after move-in, assistance may be prorated or terminated.

REQUIRED DOCUMENTATION

The owner/agent must obtain the following documentation for each household member regardless of age:

- ☐ From U.S. citizens, a signed declaration of citizenship. The owner/agent requires verification of the declaration. The following documents will be accepted as proof of citizenship
 - United States (U.S.) Passport
 - U.S. birth certificate
 - Other documentation as provided by HUD or DHS
- ☐ From non-citizens claiming eligible status who is 62 or older:
 - A signed declaration of eligible immigration status and
 - Proof of age
- ☐ From non-citizens claiming eligible status who is not 62 or older:
 - A signed declaration of eligible immigration status **and**
 - A signed consent form **and**
 - One of the DHS-approved documents
 - Form I-551, *Permanent Resident Card*.
 - Form I-94, *Arrival-Departure Record* annotated with one of the following:
 - “Admitted as a Refugee Pursuant to Section 207”;



- “Section 208” or “Asylum”;
 - “Section 243(h)” or “Deportation stayed by Attorney General”; or
 - “Paroled Pursuant to Section 212(d)(5) of the INA.”
- Form I-94, *Arrival-Departure Record* (with no annotation) accompanied by one of the following:
 - A final court decision granting asylum (but only if no appeal is taken);
 - A letter from an DHS asylum officer granting asylum (if application was filed on or after October 1, 1990) or from an DHS district director granting asylum (application filed was before October 1, 1990);
 - A court decision granting withholding of deportation; or
 - A letter from an asylum officer granting withholding of deportation (if application was filed on or after October 1, 1990).
 - A receipt issued by the DHS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and that the applicant’s entitlement to the document has been verified.
 - Other acceptable evidence.

If other documents are determined by the DHS to constitute acceptable evidence of eligible immigration status, they will be announced by notice published in the Federal Register.

TIMEFRAMES FOR SUBMITTING EVIDENCE OF CITIZENSHIP/IMMIGRATION STATUS TO THE OWNER/AGENT

Applicants must submit required documentation of citizenship/immigration status no later than the date the owner/agent initiates verification of other eligibility factors (pre application or application). Owner/agents determine the applicant’s citizenship or immigration status during the initial eligibility determination prior to move-in.

If the applicant cannot supply the documentation within the owner/agent’s specified timeframe, the owner/agent **may** grant the applicant an extension of not more than thirty (30) days, **but only if** the applicant certifies that the documentation is temporarily unavailable and additional time is needed to collect and submit the required documentation. (Although the extension period may not exceed thirty (30) days, the owner/agent may establish a shorter extension period based on the circumstances of the individual case.)

The owner/agent will inform the applicant in writing (or, if required/requested, in an alternative format) if an extension request is granted or denied. If the request is granted, the owner/agent will include the new deadline for submitting the documentation. If the request is denied, the owner/agent will state the reasons for the denial in the response. When granting or rejecting extensions, the owner/agent/agent will treat applicants consistently.

REVIEWING AND VERIFICATION OF A HOUSEHOLD’S CITIZENSHIP/IMMIGRATION STATUS

Owner/agents will conduct primary verification through the (Systematic Alien Verification for Entitlements) SAVE ASVI database - the Department of Homeland Security (DHS) automated system. After accessing the ASIV database, the owner/agent enters the required data fields.



The system will display one of the following messages for immigration status confirmation on the screen.

- Lawful Permanent Resident
- Temporary Resident
- Conditional Resident
- Asylee
- Refugee
- Cuban\Haitian Entrant
- Conditional Entrant

Secondary verification. If the message “institute secondary verification” is displayed on the screen, the manual verification process must be used.

Within ten (10) days of receiving an “Institute Secondary Verification” response, the owner/agent will prepare DHS Form G-845S, *Document Verification Request*. The owner/agent will send DHS Form G-845S and photocopies of the DHS documents submitted by the applicant to the DHS office serving the property’s jurisdiction.

The DHS will return to the owner/agent a copy of DHS Form G-845S indicating the results of the automated and manual search.

NOTIFICATION TO APPLICANTS

Owner/agents will notify households in writing that they are:

- ☐ Eligible for assistance
- ☐ Eligible for partial assistance, as a mixed household

The owner/agent/agent will notify applicants and/or residents in writing if they are found to be ineligible based upon citizenship/immigration status.

MIXED HOUSEHOLDS

A mixed household—a household with one or more ineligible members and one or more eligible household members—may receive:

- Prorated assistance
- Continued assistance

APPEALING DETERMINATIONS OF INELIGIBILITY

The owner/agent will notify the household in writing as soon as possible if the secondary verification process returns a negative result.

The applicant or resident has thirty (30) days from receipt of the notice to choose which option to follow.



The applicant or resident may appeal the owner/agent's decision directly to the DHS. The applicant or resident must send a copy of the appeal directly to the owner/agent. The DHS should respond to the appeal within thirty (30) days.

If the DHS decision results in a positive determination of eligibility, the owner/agent can provide the appropriate housing assistance. If the DHS decision results in a negative determination of eligibility, the household has **thirty (30) days** to request a hearing with the owner/agent.

PROHIBITION AGAINST DELAY OF ASSISTANCE

Owner/agents may not delay the household's assistance if the applicant or resident submitted immigration information in a timely manner but the DHS verification or appeals process has not been completed.

If a unit is available, the household has come to the top of the waiting list, and at least one member of the household has submitted the required documentation in a timely manner and has been determined to be eligible, the owner/agent will offer the household a unit and provide full assistance to those household members whose documents were received on time. The owner/agent will continue to provide full assistance to such households until information establishing the immigration status of any remaining non-citizen household members has been received and verified.



APPENDIX C: DUAL SUBSIDY NOTICE

I understand that my application to move to [Crescent Park Manor](#) with the rest of my household members has met preliminary eligibility requirements.

I have indicated, on the application, that:

1. ☐ I am not currently receiving HUD assistance in another unit
2. ☐ I am currently receiving HUD assistance in another unit.

According to the current HUD lease, if I am living in a community and receiving HUD project-based assistance, I must provide a 30-day notice to the agent managing the property where assistance is currently provided.

If the owner/agent discovers that any household member failed to move out of a HUD assisted residence before moving to [Crescent Park Manor](#), no rent subsidy or utility allowance will be provided by the Department of Housing and Urban Development until the day after the move out is complete. Household members who signed the lease will be responsible for paying the market rent until qualified to receive HUD assistance on this property. Any assistance paid in error must be returned to HUD.

3. ☐ I am the recipient of a housing voucher.

I understand that HUD prohibits residents from benefiting from Housing Voucher assistance in a unit assisted through HUD's Section 8 program.

I understand that HUD prohibits residents from benefiting from Housing Voucher assistance in a unit assisted through HUD's Section 8 program. When the application is submitted the household will be added to the waiting list. A unit will be offered in accordance with the resident selection plan. If the family later moves out of the project, the project subsidy will not move with the family as it does with a voucher. If you wish to participate in the voucher program after move-out, you will need to reapply to the PHA to receive another voucher.

All household members must be removed from or forfeit the voucher before receiving HUD assistance for a unit on this property. If the owner/agent discovers that any household member failed to give up current HUD assistance before moving to [Crescent Park Manor](#), no rent subsidy or utility allowance will be provided by the Department of Housing and Urban Development until the day after the move out is complete.

Household members who signed the lease will be responsible for paying the market rent until qualified to receive HUD assistance on this property. Any assistance paid in error must be returned to HUD.

This information will be verified using the Existing Tenant Report in EIV. If EIV indicates a conflict and verification information indicates that the information provided is not true, and the EIV information is verified, then the owner/agent will reject the application based on misrepresentation of information.



APPENDIX D – VERIFICATION OF HOUSEHOLD COMPOSITION

In compliance with HUD's Rental Housing Integrity Improvement Project (RHIIP), the owner/agent will make every effort to ensure that the correct assistance is provided to those who seek housing assistance.

If an applicant household indicates that one or more members should be removed from the application, the owner/agent will accept such notification from the Head-of-Household (HOH) if it is provided on a notarized form provided by the owner agent. The following rules apply.

If the household is being rejected because a member is registered as a sex offender in any state lifetime sex offender registry, the owner/agent will take extra steps to ensure that the sex offender is not housed in any unit on the property. The household will have ten (10) days to provide a notarized affidavit that the individual will not join the household as an unauthorized occupant. The owner/agent reserves the right to request additional information in addition to the affidavit but not limited to:

- Confirmation from a landlord with copy of an executed lease
- Confirmation from local police
- Confirmation from anyone who maintains sex offender registries including but not limited to:
 - a) Dru Sjodin Sex Offender Registry
 - b) Megan's List
 - c) State or Federal Sex Offender Registries
- New driver's license with new address

Information will be confirmed for up to one year after move-in.

If it is discovered that the household allowed any registered sex offender to live in the unit, the applicant/resident must understand that he/she is not qualified to receive subsidy or live on the property. All subsidy paid-in-error must be returned to HUD. Because this is a material lease violation, all household members must vacate the unit within 30 days.

One of the key requirements, at application and during residency, is to disclose who will be living in the unit at any given time. It is important to understand the difference between a resident and a guest.

Resident: A resident is any person who is listed on the application, on any Family Summary submitted and on the lease who will reside in the unit.

Guest: A guest is a person who visits any resident and may stay overnight no more than fourteen (14) consecutive nights in a forty-five (45) day period without express written consent of the owner/agent.

If the owner/agent suspects that a guest should actually be classified as a resident, the owner/agent will request a meeting with the Head-of-Household (HOH).



In accordance with HUD requirements, the resident will have ten (10) days to meet with the owner/agent. Failure to respond to the request to meet will result in termination of assistance beginning the first of the month following the 10-day notice.

If the owner/agent suspects that a guest is actually living in the unit, the owner/agent will ask for verification of alternative residence. Samples of such verification include one or more of the following:

- Verification with the United States Postal Service that no mail, for the guest, is delivered to the unit address
- *A current driver's license for the "guest" with an alternative address
- *A current lease indicating an alternative residence
- *A current utility bill in the person's name showing an alternative address
- *A current insurance policy or other such invoice/bill showing an alternative address

**Current means issued/created within the last thirty (90) days.*

In addition, the resident(s), indicated on the lease, must sign a notarized statement confirming that the guest does not violate the guest policy as indicated above and does not reside in the unit.

Live-in Aides: A live-in aide must meet HUD's definition of a live-in aide:

- 1) Is essential to the care and well-being of the resident
- 2) Is not dependent on the resident for support
- 3) Is only living in the unit to provide essential support

If a resident or applicant requests a live-in aide, the owner/agent is required to verify the need for a live-in aide using third-party verification.

Live-in Aides are required to complete the Live-in Aide Questionnaire. The information on the Live-in Aide questionnaire will be verified and the prospective live-in aide will be screened in accordance with the resident selection plan in place at the time of review. The live-in aide will not be screened for the "ability to pay rent" since the live-in aide is not responsible for rent payment.

The live-in aide must be approved and must sign the House Rules and the HUD-approved Live-in Aide Addendum before move-in. The owner/agent must sign a revised 50059 before the live-in aide is allowed to move-in.

If a live-in aide moves in prior to screening and prior to signing required forms, the owner/agent will issue a notice of lease violation and may pursue other action including, but not limited to eviction of the live-in aide, termination of assistance and/or termination of tenancy.

Children/Minors: At move-in, all non-exempt household members, including children, must have a Social Security Number and adequate documentation to verify the Social Security Number.

When children are later added to the household, the following will be required.



For children who are born, adopted or in foster care or in another legal custodial relationship with an existing household member, the owner/agent requires the following:

- Social Security Number and proof that the number is valid
 - For children under the age of 6 years old - must be provided within ninety (90) days or owner/agent is required to terminate tenancy.
 - An additional ninety (90) may be provided if extenuating circumstances exist
- Proof of age/legal custodial arrangement
 - Birth certificate indicating that a household member is a parent; or
 - Adoption paperwork indicating that a household member is a parent as appropriate; or
 - Verification from the foster agency indicating the unit as the primary residence of the foster child as appropriate; or
 - Other documents proving legal custody arrangement as appropriate

For children who are not part of a legal custody arrangement who will be living in the unit, the owner/agent requires:

- Social Security Number and proof that the number is valid
 - For children under the age of 6 years old - must be provided within ninety (90) days or owner/agent is required to termination of tenancy. An additional ninety (90) may be provided if extenuating circumstances exist
- Two forms of proof that the child resides with a member of the household
 - Verification from a government organization indicating that the unit will be the primary residence for the minor (examples include but are not limited to school records, children services agencies, foster programs, etc.)
 - Verification from a medical professional in the know indicating that the unit will be the primary residence for the minor
 - Verification from a social service organization indicating that the unit will be the primary residence of the minor (examples include but are not limited to homeless shelters, shelters for victims of domestic violence, etc.)
 - A signed, notarized statement from an adult household member claiming guardianship of the minor child

The owner/agent does not and will not establish policies intended to exclude children. If none of the household members can provide documentation for minors, as described above, the owner/agent will meet with the resident to discuss reasonable alternatives. The owner/agent will be the final judge of what is considered adequate documentation proving household composition/residency.

APPENDIX E – VAWA POLICY

The Violence Against Women Act (VAWA) provides protections to women or men who are the victims of domestic violence, dating violence, sexual assault and/or stalking. The applicant understands that, regardless of whether state or local laws protect victims of domestic violence, dating violence, sexual assault and/or stalking, people who have been victims of violence have certain rights under the Violence Against Women Act Reauthorization of 2013.

This policy is intended to support or assist victims of domestic violence, dating violence, sexual assault and/or stalking and protect victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing as a consequence of their status as a victim of domestic violence, sexual assault, dating violence and/or stalking.

VAWA protections are not provided to guests, unauthorized residents or service providers (including live-in aides) hired by the resident.

VAWA ensures that victims are not denied housing and housing assistance is not terminated **solely** because the person is a victim of an offense covered under the VAWA (domestic violence, dating violence, stalking and/or sexual assault).

However, being a victim of an offense covered under the VAWA is not reason to change the eligibility or applicant screening requirements set forth in the tenant selection plan unless such requirements interfere with protections provided under the VAWA. Being a victim of an offense covered under the VAWA is not reason to waive requirements set forth in the HUD Model Lease or in any lease attachment or HUD approved lease addendum unless such requirements interfere with protections provided under the VAWA.

The owner/agent will not assume that any act is a result of abuse covered under the Violence Against Women Act. In order to receive the protections outlined in the VAWA, the applicant/resident must specify that he/she wishes to exercise these protections. If any applicant or resident wishes to exercise the protections provided in the VAWA, he/she should contact the owner/agent immediately. The owner/agent is committed to ensuring that the Privacy Act is enforced in this and all other situations.

CONFIDENTIALITY

The identity of the victim and all information provided to owner/agent relating to the incident(s) of abuse covered under the VAWA will be retained in confidence. Information will not be entered into any shared database nor provided to a related entity, except to the extent that the disclosure is

- a) Requested or consented to by the victim in writing;
- b) Required for use in an eviction proceeding or termination of assistance; or
- c) Otherwise required by applicable law.



The certification form (process below) provides notice to the resident of the confidentiality of the form and the limits thereof. The owner/agent will retain all documentation relating to an individual's domestic violence, dating violence, sexual assault and/or stalking in a separate file that is kept in a separate secure location from other applicant or resident files.

REQUESTS & CERTIFICATION

When the owner/agent responds to a request for protections provided under the VAWA the owner/agent will request that an individual complete, sign, and submit a certification form, within fourteen (14) calendar days of the request. This certification may be submitted in an equally effective manner, as a reasonable accommodation, if there is the presence of a disability.

The owner/agent understands that the delivery of the certification form to the applicant/resident via mail may place the victim at risk, (e.g., the abuser may monitor the mail). The owner/agent will work with the applicant/resident in making acceptable delivery arrangements, such as inviting them into the office to pick up the certification form or making other discreet arrangements.

If the applicant/resident has sought assistance in addressing domestic violence, dating violence, sexual assault and/or stalking from a federal, state, tribal, territorial jurisdiction, local police or court, the applicant/resident may submit written proof of this outreach in lieu of the certification form. The owner/agent may accept the following:

- A federal, state, tribal, territorial, or local police record or court record or
- Documentation signed and attested to by a professional (employee, agent or volunteer of a victim service provider, an attorney, medical personnel, etc.) From whom the victim has sought assistance in addressing domestic violence, dating violence and/or stalking or the effects of the abuse. The signatory attests under penalty of perjury (28 U.S.C. §1746) to his/her belief that the incident in question represents bona fide abuse, and the victim of domestic violence, dating violence and/or stalking has signed or attested to the documentation.

If the applicant is currently living in a shelter established to protect victims of violence covered under the VAWA, the owner/agent will accept verification of such living arrangement in lieu of additional verification.

The victim is not required to name his/her abuser if doing so would result in imminent threat or if the victim does not know the name of his/her abuser.

To ensure that a person is not wrongly accused of committing an offense covered under the VAWA, the owner/agent will carefully evaluate abuse claims as to avoid denial, termination of assistance, termination of tenancy or eviction based on false or unsubstantiated accusations.

The applicant/resident is required to provide all necessary documentation to the owner/agent no more than ten (10) business days after submitting the certification to the owner/agent. If the victim is unable to provide required documentation within the required timeframe, the owner/agent will deny the request.



The owner/agent will review and respond to requests to exercise protections provided under the VAWA within ten (10) business days of receiving all required documentation. The owner/agent may provide the response in any manner acceptable to the victim and the owner/agent. Responses include:

- Approval of the Request
- Denial of the Request
- Request for additional information

LEASE BIFURCATION

If the owner/agent determines that physical abuse caused by a resident is clear and present, the owner/agent may bifurcate a lease (i.e., remove, evict, or terminate housing assistance to any abuser, while allowing the victim, who lawfully occupies the home, to maintain tenancy).

The owner/agent may attempt to evict the abuser, but residents should know that state/local tenant/landlord laws prevail and the owner/agent must comply with such laws. The owner/agent cannot guarantee that a court will award or enforce an eviction.

Eviction of the abuser or the termination action against the individual must be in accordance with the procedures prescribed by federal, state, and local law. The owner/agent is committed to attempting to assist the victim, however, evictions are generally carried out through the court system and the owner/agent cannot override or circumvent a legal decision.

In the event that one household member is removed from the unit because of engaging in acts of domestic violence, dating violence, sexual assault and/or stalking against another household member, an appropriate certification will be processed reflecting the change in household composition. Special consideration will be given if the remaining household members are not qualified to remain in the unit as a “remaining household member”.

If a lease is bifurcated or if a resident is evicted from the property because of an offense covered under the Violence Against Women Act, the person will be permanently barred from the property.

Inviting a person evicted because of an offense covered under the Violence Against Women Act or encouraging such person to remain on the property is a lease violation. The resident agrees to notify the owner/agent and/or the local authorities if such person enters the property.

CRIMINAL ACTS

Victims are encouraged to seek police/legal protection from their abuser. In some cases, the owner/agent may file a restraining order against the abuser to prevent the abuser from entering the property.



If there is a restraining order against the abuser and the resident willingly allows or invites the abuser onto the premises, the owner/agent may seek termination of assistance and/or tenancy.

In accordance with the regulation at 24 CFR 5.861, the owner/agent may terminate tenancy and evict a tenant through judicial action for criminal activity by a covered person if the Landlord determines that the covered person has engaged in the criminal activity, regardless of whether the covered person has been arrested, or convicted for such activity and without satisfying a criminal standard of proof of the activity.

The owner/agent will take into account individual circumstances when making a determination to terminate tenancy; such circumstances might include, among other things, the seriousness of the offending action, the extent of participation by the leaseholder in the offending action, and whether the leaseholder, if not the wrongdoer, took all feasible steps to prevent the offending action from occurring and has removed the offending person from the lease or otherwise banned the offending person from the premises in the future.

LEASE ADDENDUM

Any HUD approved lease addendum will be implemented and provided in accordance with HUD guidance.

EMERGENCY TRANSFER

The owner/agent will consider an Emergency Transfer Request when a person seeking to exercise VAWA protections feels that he/she is:

- In in imminent danger
- Was sexually assaulted on the property within 90 days of the request

Please see the property VAWA Policy or VAWA Emergency Transfer Plan for additional information.



Appendix F- CRIMINAL BACKGROUND, CREDIT AND RESIDENCY SCREENING

SCREENING CRIMINAL BACKGROUND

The Owner/Agent will screen all applicants over the age of 18 for criminal history. Picerne Real Estate Group does not employ any blanket prohibition of housing to applicants based solely on the existence of a conviction of a crime. It is Picerne Real Estate Group's policy to comprehensively review each applicant's criminal history, to the extent possible, in terms of the nature, severity and recency of any convictions, before making any decision on an applicant's application. If any household member's background includes criminal convictions, the following criteria will apply when determining eligibility: *(Note, Some states do not classify crimes as Felony or Misdemeanor, in this case management reserves the right to require additional information regarding the crime in order to ascertain the degree and a final decision will be made by management.)*

Felony Conviction Related:

1. Criminal activity resulting in one or more felony convictions involving arson, homicide, kidnapping, sex crimes, human trafficking, terrorism, crimes against government or government officials or the illegal distribution or manufacture of a controlled substance will always result in a denial of housing.
2. Criminal activity resulting in one or more felony convictions for crimes other than involving arson, homicide, kidnapping, sex crimes, human trafficking, terrorism, crimes against government or government officials or the illegal distribution or manufacture of a controlled substance will result in a denial of housing if the conviction or exit from incarceration occurred within **ten (10) years**.
3. A record of three or more separate instances where the applicant is involved in criminal activities resulting in felony convictions within twenty (20) years of the most recent conviction or exit from incarceration will result in denial of housing.

Misdemeanor Conviction Related:

4. Criminal activity resulting in one or more misdemeanor convictions involving arson, homicide, kidnapping, sex crimes, human trafficking, terrorism or the illegal distribution or manufacture of a controlled substance will always result in a denial of housing.
5. Criminal activity resulting in one or more misdemeanor convictions involving violence, crimes against children, crimes against government or government officials will result in denial of housing if the conviction or exit from incarceration occurred within **seven (7) years**.
6. Criminal activities resulting in misdemeanor convictions for all other offenses with the exception of traffic violations will result in denial of housing if the conviction or exit from incarceration occurred within **five (5) years**. *(Exception: misdemeanor DUI / OUI will not be considered however they will be included for purposes of determining pattern of behavior per item # 7.)*
7. A record of three or more separate instances where the applicant is involved in criminal activities resulting in misdemeanor convictions within fifteen (15) years of the most recent conviction or exit from incarceration will result in denial of housing.



Sex Offender Registration:

8. Housing will be denied to an applicant who is currently subject to registration under a state or national sex offender registration program. If the Owner/Agent determines that a registered sex offender is part of the applicant household, the Owner/Agent will allow the household to remove the sex offender from the application. In the event that the applicant elects to remove the registered sex offender, the household must, within ten (10) business days from notice of said election to the Owner/Agent, provide an affidavit to the Owner/Agent that the removed registered sex offender will not join the household as an unauthorized occupant.

Failure to provide the sex-offender affidavit timely to the Owner/Agent will result in rejection of the entirety of the household application.

Sex offender status will be re-evaluated for all adult household members regularly, and in no event less than annually, for all communities.

If the Owner/Agent is unable to complete required criminal or sexual offender screening due to the applicants failure to provide required information or release forms, the application will be rejected.

Arrest Records or Pending Criminal Charges:

If the Owner/Agent discovers an unresolved arrest or criminal charge of any alleged criminal activity as described above, the circumstances surrounding and the status of the matter will be investigated. The Owner/Agent will not deny housing solely based on the arrest record or pending criminal charge. The investigation of the Owner/Agent may include consideration of any and all circumstances relevant to the applicant, including, without limitation: the conduct underlying the arrest or charge; suitability of the applicant for tenancy; potential threat to the health, security, safety and/or right to peaceful enjoyment of the premises by other residents; seriousness of the offending action; additional and germane evidence, documents, reports (police and otherwise), statements (witness and otherwise) and/or the like; whether the applicant engaged in the criminal activity; and/or whether the applicant has been successfully rehabilitated. Subject to the investigation, and/or consideration of any and all relevant circumstances, by the Owner/Agent, the Owner/Agent:

- a. will not hold a specific apartment;
- b. may suspend the processing of the application;
- c. may deny the application;
- d. expressly reserves the right, in the event that the arrest or charge results in the applicant's conviction, the determine eligibility based on the foregoing conviction-related criteria; and/or



e. may allow an applicant-household to either:

- (i) remain on the waiting list until a resolution to the charge has been issued; and
- (ii) remove the individual with the arrest or charge from the applicant household by signing a notarized affidavit that the individual will not join the household as an unauthorized occupant (the “Affidavit”).

In the event that the applicant elects to remove the individual (pursuant to e(ii) in the foregoing paragraph), the household must, within ten (10) business days from notice of said election to the Owner/Agent, provide the Affidavit to the Owner/Agent. Failure to provide the Affidavit timely to the Owner/Agent will result in suspension of the entirety of the household-application.

If a resident or applicant has requested protections pursuant to Violence Against Women Reauthorization Act of 2013 (“VAWA”), and such protections have been justified based on Owner/Agent investigation, the abuser/perpetrator will not be approved to live on the property.

Harboring of Illegal Aliens:

United States Code Title 8, subsection 1324(a)(1)(A) prohibits the harboring of illegal aliens. The provision of housing to illegal aliens is a fundamental component of harboring. Residents may be required to provide proof of citizenship or legal immigration status.

Reevaluation of Criminal Background:

Owner/Agent may review certain criminal history, based on HUD recommendations, for all adult household members at each annual certification or renewal. The decision to evaluate criminal history annually will be made regionally but applied consistently for all adult residents throughout the community if applicable. If criminal activity occurred during the resident’s tenancy which would have constituted a denial of residency as detailed above, Owner/Agent reserves the right to seek eviction and/or non-renewal of the lease in accordance with HUD rules and state laws.

Criminal Screening Discoveries

If the criminal background investigation results indicate that the applicant does not meet the criminal screening criteria, the Owner/Agent will reject the applicant in accordance with the Owner/Agent’s standards for applicant rejection.

Before rejecting the household, the Owner/Agent will compare the information provided by the applicant with the criminal history report. If the information conflicts, the Owner/Agent will:

1. Notify the household of the proposed action based on the information;



2. Provide the content of the criminal record and information about how to obtain a copy of the information;
3. Provide the applicant with an opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency;
4. Allow the household the opportunity to remove the household member.

In this situation, applicants will have fourteen (14) days to contact the Owner/Agent and provide documentation to refute the criminal discovery. If the applicant fails to contact the Owner/Agent or indicates that he/she cannot provide documentation to refute the criminal discovery, the Owner/Agent will reject the application and remove the household from the waiting list. A specific apartment will not be held during the appeal process.

If, after move-in, the Owner/Agent discovers that there was criminal history that would have resulted in rejection, the Owner/Agent will contact the resident to ascertain the accuracy of the criminal report. If the resident would have been rejected had the information been known at the time of the eligibility determination, the Owner/Agent will take appropriate action including notifying HUD's Office of the Inspector General of potential fraud if applicable and/or pursuing termination of tenancy (eviction) in accordance with state laws.

COMPLIANCE WITH REQUIREMENTS OUTLINED IN THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

The Owner/Agent understands that, regardless of whether state or local laws protect victims of domestic violence, dating violence, sexual assault or stalking, people who have been victims of violence have certain protections provided through the Violence Against Women Reauthorization Act of 2013 (VAWA 2013). If any applicant wishes to exercise the protections provided in the VAWA 2013, he/she should contact the Owner/Agent immediately.

The Owner/Agent will not assume that any act is a result of abuse covered under the VAWA 2013. In order to receive the protections outlined in the VAWA 2013, the applicant/applicant must specify that he/she wishes to exercise these protections.

Please see Appendix A for a copy of the Owner/Agent's VAWA Policy.

SCREENING CREDIT HISTORY

The Owner/Agent reviews each adult applicant's credit history using a 3rd party screening company. All adult household members will be required to authorize such screening during the application process in order to be considered for housing.

Elements of creditworthiness which are screened include, but are not limited to:

Civil judgments, Unsatisfactory Accounts (with individuals and entities, including, without limitation, a prior landlord(s)), Collection Proceedings, Bankruptcy(ies), Child Support, Federal or State Tax Liens, Forcible Detainers, Garnishments, Utility Liens.



Bankruptcy: The Owner/Agent will reject any applicant with a discharged bankruptcy (Chapter 7 or Chapter 13) within the last 12 months. The Owner/Agent will consider the applicant if the bankruptcy was dismissed and other credit information is “positive”. (Excludes project based Section 8 communities.)

Foreclosure: The Owner/Agent will reject any applicant named in a foreclosure, including foreclosure of reverse mortgages, within the last 12 months. The Owner/Agent will consider the applicant if despite the foreclosure the other credit information is “positive”. (Excludes project based Section 8 communities.)

Other Collections / Charge offs / Financial Judgments: The Owner/Agent will factor in past due balances of \$75 or more when evaluating credit worthiness. Generally, collections, charge offs and late payments will be evaluated and a rating will be determined for the individual and household as a whole.

Households demonstrating limited credit risk, no established credit or minor credit risk will generally be accepted with a standard security deposit requirement.

Households demonstrating moderate or high credit risk may be declined residency or required to pay an additional security deposit or deposit alternative if available. (Excludes Project Based Section 8 Communities.)

Households demonstrating severe credit risk may be declined residency.

The Owner/Agent may use discretion in approving an applicant whose credit worthiness is negative if the applicant demonstrates that debt repayment arrangements have been established to the satisfaction of the creditor and those arrangements are being paid as promised.

Credit history will be reviewed to determine if there is any debt owed to a prior landlord or HUD. Applicants owing prior landlords or HUD will be denied housing.

Other credit history will be reviewed; the following discoveries will be reason for rejection:

- Rent to Income Ratio exceeds the communities allowable threshold (See property-specific Resident Selection Plan.)
- Two or more checks paid to prior landlords returned for non-sufficient funds in the last year
- Overpayment of federal assistance due to misrepresentation or fraud within the last three (3) years



SCREENING RESIDENCY HISTORY

If any member of the applicant household has been evicted from any property owned or managed by [Picerne Real Estate Group](#) for lease violations or balances owed, that applicant household will be rejected.

Depending on the housing program type, the Owner/Agent will review rental history with any landlord indicated in the past three to five (3-5) years or past two (2) consecutive residences, whichever is more inclusive. (See property-specific Resident Selection Plan.)

The Owner/Agent will also review information provided through automated databases including eviction databases. If any member of the applicant household has been evicted from any property, for lease violations or balances owed, the application will be rejected.

If the applicant fails to identify one or more residences where he/she lived in the last three to five (3-5) years as required by the property-specific Resident Selection Plan, the applicant will be rejected and the household will be removed from the waiting list or assigned unit.

The Owner/Agent will contact the prior property Owner/Agent (as indicated above) and inquire about the following information:

- Adherence to the lease and community policies
- Compliance with certification reporting requirements
- Rental payment performance
- Compliance with requirements to fully and accurately disclose income information in a timely manner
- Requirement to return HUD assistance paid in error due to under-reporting income or un-reported income
- Unit maintenance/damage/housekeeping
- Presence of bed bugs, head lice, roaches or other parasitic infestation
- Record of disturbing neighbors
- Complaints

If information obtained is negative the applicant will be rejected. Negative responses include but are not limited to:

- Failure to comply with the lease
- Failure to comply with House Rules, Pet Rules or Assistance Animal Rules
- Failure to fully and accurately report income, new employment or changes in household composition in a timely manner
- Providing false information
- Attempting to receive or receiving HUD assistance in multiple units/homes
- Slow or no response to requests to recertify



- Poor rental payment history (average more than two (2) late payments per year, record of bounced checks, any outstanding balance)
- Record of poor unit maintenance or damage to the unit beyond normal wear-and-tear
- Presence of parasitic infestation unless the applicant agrees to have all unit contents treated before move-in (Owner/Agent will arrange for and pay for treatment)
- Complaints from neighbors regarding actions that directly affect the peace and quiet comfort of others living in the community
- Record of actions that interfered with or prevented the previous landlord from effectively managing the property.
- A current outstanding balance owed by any household member to a prior landlord
- A current balance owed by any household member to HUD to return assistance paid in error
- Failure to execute or pay repayment agreements

If the prior landlord will not or can not provide information about the applicant's landlord history, the Owner/Agent will consider such history positive unless there is other evidence supporting a negative rental performance.

If the applicant has no landlord history, the landlord screening will be considered "positive". However, the Owner/Agent may require an additional security deposit and/or deposit alternative and/or a Character Reference Statement from an upstanding community professional who is not related to the applicant. (See property-specific Resident Selection Plan.)

SCREENING FOR THE PRESENCE OF BED BUGS OR OTHER PARASITIC INFESTATIONS

If Owner/Agent has credible reason to believe that the presence of bed bugs or other parasitic infestations may exist among the personal contents of the applicant (via landlord reference, applicant disclosure or any other reasonable means), to prevent pests from entering the property, the applicant must allow for inspection of the contents that will be moved in to the unit before an applicant will be approved and a unit will be offered. If bed bugs or other parasitic infestations are discovered, the contents must be treated and the items certified as pest-free before determination of eligibility is completed. If the applicant fails to comply with the inspection requirements, the applicant will be rejected.

Inspection is offered at the expense of **Owner/Agent**. However, it is the responsibility of the applicant to be certified as pest free prior to move-in.

Note: If the applicants do not live in the same residence, the contents of each residence must be inspected and certified as "Pest Free". If contents are stored in public storage, private storage or in some other location, the applicant must advise the Owner/Agent so that all contents are inspected and certified as "Pest Free" prior to move-in.

If the resident's belongings are not certified as pest free, prior to move-in, the Owner/Agent reserves the right to refuse to allow the resident to move such contents in to the unit. If there is evidence of bed bugs or other pests before or during move-in, the Owner/Agent reserves the right to refuse to allow the resident to move such contents in to the unit.



REJECTING INELIGIBLE OR UNQUALIFIED APPLICANTS

The Owner/Agent reserves the right to reject applicants for admission based on any of the following:

- No unit of the appropriate size exists on the property
- The household fails to meet the eligibility requirements
- Any member of the household fails to meet the applicant screening requirements
- Any member of the household fails to sign appropriate verification documents
- Misrepresentation
- Fraud
- Any member of the household fails to respond to management inquiries for additional information during the application process
- Any member of the household fails to provide changed household information to the management company as indicated
- The Owner/Agent is unable to contact the applicant via US Mail (letters undeliverable or returned) and/or by phone (number disconnected or changed)
- Any member of the household has a record of eviction, for lease violations, from any property managed by [PICERNE MANAGEMENT](#)
- Any member of the household has a record of eviction, for lease violations, from any property within the timeline as detailed in Screening for Residency History section above.
- There is record of outstanding or overdue payments to a previous landlord
- There is record of outstanding or overdue payments to utility providers
- Any member of the household refused to allow treatment of unit contents, at the cost of the Owner/Agent, when there is history of the presence of bed bugs, fleas, or other parasites
- The household is unable to establish utilities in the new unit
- The household is unable to pay the security deposit required
- The household is unable to take possession of the unit within 14 days of the unit being market ready for market rate communities and 30 days for subsidized communities.
- The household refuses two or more unit offers

REJECTION NOTICES

The Owner/Agent will promptly notify the household (Head-of-Household (HOH) (HOH)), in writing, of the denial of admission. A rejection letter will be sent to the Head-of-Household (HOH) (HOH) via First Class Mail or email. The rejection letter will include the reason(s) for the rejection. Market rate and LIHTC communities may communicate the rejection verbally.

APPEALING THE REJECTION

Any applicant may make a request to appeal the denial in writing **fourteen (14) calendar days from the date of the rejection**. The Owner/Agent will accept the request in an equally effective manner, as a reasonable accommodation, if there is the presence of a disability. Such requests are to be submitted to



the property management office. If there is no appeal request **within fourteen (14) days**, the rejection will be considered final. **A specific apartment will not be held during the appeal process.**

Reasons to appeal include:

- You believe the decision has been made in error
- You believe there are extenuating circumstances that should be considered
- You or a member of your household is a victim of abuse covered by the Violence Against Women Act and you feel your status as a victim contributes to the decision to deny
- You or a member of your household is a person with a disability, and you believe a reasonable accommodation would allow us to continue processing the application
- Your household was rejected because the application includes someone who is a registered sex offender and you wish to remove that household member

Any staff person engaged in the initial review will not be involved in the appeal. Applicants may bring a representative to assist in the appeal meeting. Applicants and/or their representatives have the right to request a reasonable accommodation to:

- Assist in facilitating your request for appeal
- To assist in your participation during the appeal meeting

The Owner/Agent will provide written notification of a final decision within five (5) business days of the meeting.

Consideration of Extenuating Circumstances

Upon appeal of a denied application, the Owner/Agent may use reasonable discretion and elect to overturn a denied application and grant admission.

In deciding whether to exercise discretion to admit an individual or household that has engaged in prohibited criminal activity, the Owner/Agent will, upon request, consider all of the circumstances relevant to the particular admission or eviction decision, including but not limited to: the seriousness of the offending action; the effect that denial of the entire household would have on family members not involved in the criminal activity; and the extent to which the applicant has taken all reasonable steps to prevent or mitigate the criminal activity.

Additionally, when specifically considering whether to deny admission for illegal drug use by a household member who is no longer engaged in such activity, the Owner/Agent will, upon request, consider whether the household member is participating in or has successfully completed a drug rehabilitation program, or has otherwise been rehabilitated successfully.

