

CATALPA SHADE TENANT SELECTION CRITERIA

I. Marketing

Description of marketing activities: ACCESS, Inc. Property Management will use an Affirmative Fair Housing Marketing Plan to attract applicants of all eligible groups without regard to race, color, religion, sex, handicap, familial status, or national origin. The Equal Opportunity logo type will be used on all publications.

Procedure for accepting applications/pre-applications: Anyone who wishes to be admitted to Catalpa Shade Apartments must complete a written application. The application must be complete. Incomplete applications will be rejected immediately. The application must contain enough information to enable management to:

- Tentatively determine the family's eligibility including:
 - Family size;
 - Household characteristics – such as elderly, disabled/handicapped;
 - Estimated anticipated annual income and assets now owned;
 - Whether any family member has disposed of assets for less than their fair market value during the previous two years
 - And, must be signed and dated.
- Determine the appropriate unit size (the names of all persons who would be living in the unit, their date of birth and relationship to family members).
- Screen applicant by checking with previous landlords and obtaining credit information. Applicant will be asked whether the family's assistance or tenancy in a subsidized housing program has ever been terminated for fraud, nonpayment of rent, or failure to cooperate with re-certification procedures.
- Assess the effectiveness of the marketing strategy outlined in the Affirmative Fair Housing Marketing Plan (race and ethnicity of the head of household and how the applicant learned about the development).

Policy for opening/closing the wait list: The wait list for Catalpa Shade Apartments will remain open and will be updated/purged periodically. You will be contacted in writing prior to removing your name from the list.

Procedure for maintaining the waiting list: All completed applications are listed on the written waiting list by date received. This date is based on when the completed application or subsequent information is received to make the application complete. The waiting list contains requested data inclusive of date, name, address and phone number of applicants, income, bedroom size requested, statistical data, eligibility, date contacted for an interview and final tracking status (i.e., selection, rejection, cancellation, etc.) You may request information on your current status by writing or calling the local or central office.



II. Tenant Selection

Procedures for selecting applicants from waiting list: Each applicant shall be assigned his/her appropriate place on the wait list in sequence based on the date his/her application was received and on suitable unit size. Each of the forgoing preference or priority factors will be treated as equal to the others:

- Any person with a handicap or physical disability for a handicapped accessible unit;
 - First to current occupants of another unit having a handicap requiring the accessibility features of the vacant unit or if no such occupant exists; then
 - Second, to an eligible qualified applicant on the waiting list having a handicap or physical disability requiring the accessibility features of the vacant unit; and
 - Finally, to other eligible persons in compliance with the Affirmative Fair Housing Marketing Plan.

An applicant in position number one on the wait list will be offered an open unit first. He or she may elect to “pass” on this offer for housing. On the first pass, the applicants’ name will remain in place and the next applicant would be selected. The second pass would move the applicant to the bottom of the wait list. A third request to pass would remove the applicant from the wait list entirely.

Definitions of eligible households: To be eligible for admission to Section 8, Section 811 and Section 202 assistance subsidy, an applicant must meet the following requirements:

- The applicant must qualify under the very-low income and eligibility guidelines established by the US Department of Housing and Urban Development (HUD) and must qualify as a person with a physical disability. The household may be composed of one or more handicapped or disabled persons who are related or one or more such persons living with someone essential to their care or well being (see page 3 for definition of a live-in aide). The very-low income guidelines are as follows:

% MFI	1 Person	2 Persons	3 Persons	4 Persons
50%	\$17,350	\$19,800	\$22,300	\$24,750

- Handicapped/Disabled: A person with a handicap or disability is anyone who has a severe physical impairment and/or traumatic brain injury which:
 - Is expected to be of a long, continued and indefinite duration;
 - Substantially impedes his or her ability to live independently; or
 - Is of such a nature that such ability could be improved by more suitable housing conditions.
- Unit must be the applicants’ only residence.
- Applicant must be willing to pay the rent and have the ability to abide by the lease.
- In addition to income and household qualifications the following factors shall also apply:
 - The applicant must be able to demonstrate that his or her conduct in present or prior housing has been such that the admission to the project would not adversely affect the health, safety or welfare of other residents, or the physical environment, or the financial stability of the project.



- A 3 year favorable history of payments for rightful obligation including rent and utilities.
- A history of good housekeeping habits.
- A history of cooperation with management regarding house rules and regulations; abiding by lease terms; and care of property.
- A non-criminal record relating to physical violence of persons or property or any other criminal acts which would adversely affect the health, safety or welfare of other residents.
- The ability to abide by the terms of the lease in conjunction with available supportive services or otherwise, to maintain both their person and apartment in a manner which is not detrimental to either their safety or personal well being or to the safety and well being of other residents.
- No evidence of a chemical/drug dependency, which would otherwise adversely effect the well being or safety of the applicant, other residents and/or property.
- Not providing application information for determining eligibility may result in suspension of application.
- Persons determined to be ineligible shall be notified in writing outlining the reason(s) that the application was determined to be ineligible. The applicant will be given the opportunity to meet with the management agent within 14 days to discuss the reasons for non-selection.

Live-in Aide Definition: A live-in aide is a person who resides with a person who is elderly or has a handicap and who:

- Is determined essential to the care and well being of the person;
- Is not obligated for the support of the person; and
- Would not be living in the unit except to provide the necessary supportive services.

Tenant screening criteria: Upon receipt of a completed application, management will screen the applicant considering the following factors:

- Information about the conduct of the applicant in present and prior housing will be sought. Selection as a tenant may be denied based on information about behaviors that would adversely affect the health, safety or welfare of other residents, or physical environment, or the financial stability of the project.
- Screening information will include:
 - Demonstrated ability to pay rent on time;
 - Comments from the former landlords (endorsements from at least two is preferred);
 - Credit checks may be useful when no rent history is available. However, lack of a credit history, as opposed to a poor credit history, is not sufficient justification to reject an applicant; and
 - Criminal activity, including violence, property destruction, manufacturing or distribution of controlled substances, etc. PLEASE NOTE: A criminal background check will be completed for every applicant along with verification of three to five year's rental history. If applicant does not have rental history, non-family personal reference will be obtained.
- Applicant may be required to furnish evidence of ability to live independently, with or without services or attendant care, if there appears to be good reason that the applicant may be unable to do so.



Prohibited Screening Criteria: The following factors must not be used when screening an applicant:

- Physical examinations: Owners may not routinely require physical examinations as a condition of admission.
- Meals and Other Services: Owners must not require tenants to participate in a meals program or establish charges for services without prior consent of HUD.
- Donations or Contributions: Owners must not require donations, contributions or membership fees as a condition of admission.

If management determines a person or family is eligible and is otherwise acceptable and a unit is available, management will assign the family an appropriately sized unit in accordance with the General Occupancy Standards.

If no suitable unit is available, management will place the family on an approved waiting list for Catalpa Shade and notify the family of approximately when a suitable unit will become available. If the waiting list is so long that the applicant would not likely be admitted for the next 12 months, management may advise the applicant that no additional applications are being accepted for that reason.

Procedure for rejecting ineligible applicants: Applicants may be rejected if:

- They are ineligible;
- Household characteristics are not appropriate for the type of units available (i.e., a unit equipped for the handicapped);
- Family size is not appropriate for the size of the units that are available (see General Occupancy Standards);
- Applicant does not meet the projects tenant selection criteria.

If management does not place an applicant on the waiting list or immediately process the applicant for admission, management must promptly notify the applicant in writing of the rejection and explain in the notice:

- The reason for the rejection; and
- That the applicant has 14 days to respond in writing or to request a meeting to discuss the rejection

A member of management's staff who did not make the initial decision to reject the applicant must conduct any meeting with the applicant or review of the applicant's written response. If the applicant appeals the rejection, management must give the applicant a written final decision within five days of the response or meeting. Management must keep the following materials on file for at least three years: application; initial rejection notice; any applicant reply; owner's final response; and all interview and verified information on which management based the rejection.

An applicant is considered ineligible if:

- The household's annual income is greater than the applicant income limit. Management may not admit income ineligible families.
- The applicant is a single person who does NOT have a handicap or disability, is not at least 18 years old or does not have HUD written approval.



When an applicant income qualifies, but otherwise is ineligible, he or she may be admitted provided:

- All available eligible applicants have been admitted, unless there is good cause for denying them assistance.
- All reasonable steps have been taken to attract eligible families, including using marketing efforts likely to attract eligible applicants.
- Written certification that the steps required in one and two above have been completed are placed in the files of any ineligible tenants who are admitted.

III. Occupancy

Charges for facilities and services: If a family is eligible for occupancy, their monthly rent shall be determined according to current HUD guidelines for the applicable subsidy program

- Recertification of family income, composition and the extent of unusual expenses incurred by the family shall be made by ACCESS, Inc. Property Management staff annually and appropriate re-determination shall be made as to the amount of family contribution and the amount of housing assistance payment, all in accordance with the schedule and criteria established by HUD.
- Once rent is established, such rental rate shall remain in effect until the next annual recertification or until circumstances occur that warrants a special rent and income review. If any of the following circumstances occur, rent and income will be reviewed and rent adjusted in accordance with the approved Schedule of Rents:
 - When the tenant reports a change in household characteristics i.e., household composition, increase in income/allowance or decrease in income.
 - When required by changes in HUD regulations.
- Ineligible and over-income families: If, at the time of recertification or a special income and rent review, the amount payable by the family toward the gross rent equals the Gross Rent for the unit they occupy, their eligibility for assistance shall be terminated. The applicant shall be notified in writing of such ineligibility and the reason(s) thereof. This termination shall not affect the family's other rights under their lease nor shall such termination preclude resumption of payments as a result of subsequent changes in income or rents or other relevant circumstances during the term of the lease.
- Verification of Applicant's Statements and income:
 - Applicants shall be required to furnish proof of their statements when required by ACCESS, Inc. Property Management staff.
 - Certification by applicants will normally be considered sufficient verification of family composition. Certification is provided by the applicant's signature on the Application for Occupancy or Re-certification Intake Form.
 - All earned and unearned income and assets shall be verified at the time of admission or annual recertification through employers, government agencies, W-2 forms, check stubs, or other means to assure accuracy.
 - All determinations shall be fully documented in the files.



Unit size/type standards: Catalpa Shade Apartments consists of the following:

Unit Type	Number of Units by Type
1 Bedroom	15
2 Bedroom	6

Unit transfer policies: The following are acceptable reasons for unit transfers:

- Family size: you may be required to move to an appropriately sized unit based on your family size.
- Changes in family composition: an appropriately sized unit will be chosen in accordance with the occupancy standards.

Should a tenant require a unit transfer, and no available unit of appropriate size exists, that tenant will be put on the unit transfer wait list. Tenants on the unit transfer wait list will receive first priority when a unit becomes available. If a unit of appropriate size does not exist, an applicant from the waiting list will be selected for the available unit.

IV. Fair Housing Requirements

Section 504 compliance: This Tenant Selection Criteria shall be used for properties developed under the HUD Section 811 guidelines and currently under rent-up and/or management by ACCESS, Inc. Property Management (Manager). The policy of the Manager is one of equal opportunity and non-discrimination in compliance with all Civic Rights legislation (1964, 1968, 1988) Section 504 of the Rehabilitation Act of 1973 (if applicable) and Affirmative Fair Housing Marketing requirements. No applicant will be denied on the basis of race, color, religion, sex, familial status, handicap status, or national origin.

Grievance Procedure: If your application has been denied and you feel that you qualify as a resident, you have the right to respond to the denial of your application. You must make a request for a Grievance Hearing in writing no later than 14 days from the date of the denial letter. In your letter you should explain why you feel you were rejected and why you feel that you qualify as a resident. Please attach a copy of the rejection letter you received. Your original application, your response letter and any other pertinent information will be reviewed and you will be notified of the outcome of the review within 30 days of the receipt of your letter. Please mail your letter to:

ACCESS, Inc. Property Management
PO Box 1568
Medford, OR 97501-0118

