

Property: **De Freese Manor**

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Tenant Selection Plan

The ownership/management of De Freese Manor has formulated a Tenant Selection Plan (TSP), which meets the requirements of HUD. It is the objective of Management to make reasonable efforts to provide decent, safe, and sanitary housing. Given these objectives, the following criteria will be applied to each person/family wishing to apply for residency.

1. Project eligibility requirements:

Project Specific requirements: To be considered for occupancy, the household must be either be an Elderly Family or Disabled Family, as defined by HUD below, at the time the application is made.

-Elderly Family: A family whose head or spouse or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living together or one or more persons who are at least 62 years of age living with one or more live-in aides.

-Disabled Family: A family whose head, spouse, or sole member is a person with disabilities. It may include two or more persons with disabilities living together or one or more persons who are at least 62 years of age living with one or more live-in aides.

Citizenship requirements: Assistance can only be provided for applicants and their household members if they are either United States Citizens, Nationals or have eligible immigration status. Applicants and all household members claiming to be a U.S. Citizen or a National must sign a declaration attesting to such status. Proof of citizenship must also be provided, such as a birth certificate or US passport. All applicants and household members claiming to have eligible immigration status must sign a declaration attesting to such status, sign a consent to run SAVE (Systemic Alien Verification for Entitlements), AND provide Department of Homeland Security documents supporting said status. ALL information provided in support of eligible immigration status must be independently verified with the DHS before eligibility can be verified via the SAVE system. Assistance can only be provided for household members whose eligible immigration status has been verified (exception granted for noncitizens age 62 and older: they must sign a declaration of eligible immigration status and provide proof of age only). When the household member is a minor child the declaration must be signed by the parent or a responsible adult. Should the household contain eligible and ineligible household members, assistance will be provided in accordance with HUD regulations. Assistance will be pro-rated to only include household members deemed eligible under HUD rules.

Social Security Number requirements: Proof of social security number is required to be provided for all members of an applicant/tenant household at the time of the interview. An exception is granted for:

-Applicants age 62 and older as of January 31, 2010, whose initial determination of eligibility was begun prior to January 31, 2010,

-Household members who indicate, on the Citizenship Declaration, that they are a non-eligible non-citizen are not required to provide Social Security Numbers. These applicants may move-in only if another household member is deemed eligible under HUD rules.

- A household member under the age of 6, who does not yet have a SSN assigned to them, if they are added to the applicant household within 6 months of the date of admission. The new member must provide the proof of SSN within 90 days of the date of admission. An additional 90-day extension must be granted if delays are due to circumstances beyond the family's control.

-A Foster child or adult if the foster agency will not provide the SSN or adequate documentation to verify the SSN; AND HUD provides written approval.

Otherwise, if a household does not have proof of SSN, they may wait and maintain their position on the waiting list up to 90 days from the date they are first offered an available unit. During this 90-day period, the applicant may, at its discretion, retain its place on the waitlist, however they will be skipped and the next household on the waitlist may be offered the unit. After, 90 days, if the applicant is unable to disclose and/or verify the SSNs of all non-exempt household members, the applicant should be determined ineligible and removed for the waitlist.

When adding a new household member who is under the age of six to an existing household, the tenant must disclose and provide verification of the SSN of the individual to be added within 90 days of adding the new member. An additional 90-day extension must be granted if delays are due to circumstances beyond the family's control. During the period waiting for disclosure, the child is included as part of the household and is counted as a household member. A TRACS ID will be used for the child until the SSN is disclosed. At that time the 50059 will



The Owner does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

be adjusted to adjust the TRACS ID number to the SSN provided. If the timeframe expires without disclosure of SSN, the tenant and their household will have their tenancy terminated.

2. Income limits:

Eligibility for the Section 8 program is based on the income limits published and updated annually by HUD. In order for a household to qualify, the family's gross annual income must not exceed the following income limit for the property: Very-low Income (50%) limit. A copy of the current income limits for the property and subsidy type is posted in the Rental Office for review.

3. Procedures for accepting applications and selecting from the waiting list:

Procedures for accepting applications:

Advertising that applications are being accepted for available units will be in accordance with the Affirmative Fair Housing Marketing Plan. Dates and times Applications will be accepted is posted in the Rental Office. The Affirmative Fair Housing Marketing Plan establishes the minimum marketing requirements. These requirements may be supplemented from time to time as market conditions dictate.

A written application must be completed by all applicants. An applicant may pick-up an application at the rental office. We will reasonably accommodate persons with disabilities who would like to submit an application. No application will be given out if the waiting list is closed. As completed applications are received in the rental office, they are date and time-stamped and placed on the waiting list based on the date and time stamp, and for each unit size as requested. In addition to the completed application package, we request a photo ID be provided for all adult family members in order for us to complete the screening process. Incomplete applications will not be date and time stamped as received. Instead, they will be stored for one year, and the applicant will be notified in writing of the items that need to be completed on the application in order to mark it received.

Applicants will be placed on the waiting list in chronological order. Applicants placed on the waiting list will be notified, in writing, that they will be contacted when an appropriate sized unit becomes available and approximately how long it will take for a unit to become available. All applicants are processed to one of three ends; applicants are admitted to a unit, applicants are rejected because they do not meet all of the HUD eligibility criteria; or applicants remain on the waiting list until an appropriate size unit becomes available. Regardless of action taken, the applicant will receive a letter within 5 business days indicating their current waitlist status. NOTE: Being placed on the waiting list does not guarantee occupancy of a unit. The applicant can be subsequently rejected for failing one or more of the Residents screening criteria, and/or eligibility criteria.

All applicants on the waiting list are required to report, in writing, to the rental office any change of address or telephone numbers. If an applicant cannot be reached by the rental office due to unreported changes, the applicant will be removed from the waiting list in writing after 24hrs. Applicants on the waiting list who refuse a unit will be moved to the bottom of the waiting list. An applicant that refuses a unit more than once will be removed from the waiting list. This applicant may reapply in the future.

Procedures for offering units:

The top two applicants of each bedroom size on the waitlist are pre-screened based on any/all applicable preferences. If more than one unit of a particular size is anticipated to be vacant at the same time, two additional applicants will be pre-screened per additional unit turnover. Pre-screening includes running the criminal check on all adult household members and running the landlord references (as outlined in **screening** section). Once a unit is available, the unit will be offered to the first pre-screened applicant on the waitlist, based on the below preferences. A unit offer phone call will be conducted, and if not returned, within 24 hours a letter notifying them of the unit offer will be mailed.

Procedures for applying Preferences:

HUD requires that forty percent (40%) of all units vacated within a twelve (12) month period be reoccupied, when possible, with applicants whose annual income is equal to or less than the Extremely Low Income Limit. The occupancy percentage is tracked by management's proprietary software. Management will periodically review the applicants on the waiting list to determine if admitting applicants in chronological order will ensure compliance with income targeting. If this cannot be accomplished, all applicants with annual incomes at or below ELI Limit will be identified on the waiting list and be provided preference over applicants above the ELI Limit level. Applicants on the waiting list noted as VL or above will be skipped over and a preference will be given to EL applicants to ensure compliance with income targeting. This preference will be used to achieve and maintain the required occupancy percentages. Once the required occupancy percentage is achieved the preference will be suspended until there is a change in the occupancy percentage requiring the reinstatement of the preference. Any skipped over applicants will then be offered units in standard chronological order.

In addition, HUD requires that families who have a member that requires a unit with handicapped accessible features receives preference on the waitlist over families with no disabled family members. The waitlist will indicate which families have made the request for a handicapped accessible unit, and when the requested type of unit becomes available, those indicated as requiring such will be offered the unit over households that do not require those features. If no such units requiring those features exist on the property, the applicant may still be added to the waitlist and will be offered a unit in order based on all other preferences noted.

HUD Elderly Restriction for 202/8 properties:

HUD permits additional preferences/restrictions to be applied to the order applicants are selected from the waiting list. Applicants, regardless of the existence of a restriction, must meet all eligibility criteria and site screening criteria. An Elderly Restriction is an allowable HUD restriction and does not require HUD approval for implementation. Applicants that do not meet the restriction will be denied housing. If a household qualifies for the restriction due to a change in status after the application has been accepted, it is the responsibility of the applicants to contact Management to update their preference.

Management bases eligibility for Admission to Individual Section 202, Section 202/8, Section 202 PAC, and Section 202 and Section 811 PRAC Project on an Elderly Restriction. The Elderly Restriction is as follows:

B. Section 202/8 projects for the elderly serve:

1. Elderly families as defined in Definition B in Figure 3-6; and
2. For 10% of the units which are accessible, persons (elderly or nonelderly) who require the accessible features of the unit.

NOTE: When assigning accessible units, owners must treat equally elderly and nonelderly applicants with disabilities who require the accessible features of the unit, unless one applicant has an owner-adopted restriction or preference. See paragraphs 3-18 B and 4-6 C.

Applicant screening criteria:

The resident screening and rejection criteria applies to all individuals listed as head of household, spouse or co-head of household regardless of age, as well as all adult members of the applicant's household (i.e. 18 years of age or older) who are expected to reside in the unit. All screenings used by management are at the cost of management. Applicants will be notified in writing of rejection/removal. Prior to sending the rejection letter to the applicant, an additional/separate management person will review the rejection letter and supporting documents for accuracy and compliance with this Tenant Selection Plan.

An applicant household and/or any additional household member who is proposed to reside in the unit will be refused occupancy for one or more of the following reasons:

- A. If an applicant fails to meet one or more of the eligibility criteria.
- B. The applicant /family is not eligible based on program requirements, including having an income over the applicable HUD Section 8 or LIHTC income limits, as applicable
- C. Any member of the household is student and no one qualifies for an eligibility exemption, under HUD or TC rules, as applicable
- D. If the applicant submits false information about themselves or any household member.
- E. If the unit will not be the family's only residence. Assistance may not be provided to families who will maintain another residence in addition to the assisted unit.
- F. If the applicant is unable to produce and/or verify the social security number of all household members. If a household member does not have a SSN, please see SSN section for exceptions and extensions.
- G. If there are no members eligible to receive subsidy under the citizenship requirements
- H. A personal interview and/or information that indicate the applicant will be unable to comply with the terms of the lease agreement.
- I. Refusal to occupy apartment in compliance with our pet policy.
- J. Refusal to sign the House Rules as established by Management.
- K. Refusal to sign any required verification form for the release of information required to provide eligibility and/rent calculation.
- L. Refusal to sign HUD forms 9887 and 9887-A, Consent for Release of Information required by HUD.
- M. A personal interview and/or information that indicates an unstable or potentially hazardous relationship between the applicant household and other residents.
- N. A personal interview and/or information that indicated the applicant or any household member would be a threat to the safety and wellbeing of the property and/or other residents.
- O. Eviction granted for any household member in last 10 years
- P. Adverse Criminal History

Since the safety of the residents and protection of property are among the owner/manager's fundamental responsibilities, all applicants, and adult members of their households, will be subject to a criminal background check. Applicants must provide a list of all states in which he/she and members of the

household have ever lived. Only those applicants with an acceptable criminal background check will be accepted for admission, provided that all other screening criteria has been met.

1. In accordance with HUD statutory and regulatory requirements, an applicant will be denied admission on any of the following bases:
 - a. Any household member has been convicted for the illegal manufacture or distribution of a controlled substance as set forth in 21 U.S.C. § 802;
 - b. Any household member has been evicted in the last three years from federally assisted housing for drug-related criminal activity
 - c. Any household member is currently engaging in illegal use of a drug.
 - d. Any household member's illegal use or pattern of illegal use of a drug may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents, as demonstrated by information obtained during the screening process/interview.
 - e. Any household member's abuse or pattern of abuse of alcohol interferes with the health safety or right of peaceful enjoyment of the premises by other residents, as demonstrated by information obtained during the screening process/interview.
 - f. Any household member is subject to a lifetime registration requirement under a State sex offender registration program. To determine this, we will have a criminal screening conducted that includes a search of the Dru Sjodin National Sex Offender Database.
2. In addition, admission will be denied to applicants whose criminal background screening reveals any of the following information:
 - a. Any applicant who, in the last seven (7) years, has been convicted, or has been released from custody as a result of having been convicted, whichever occurred later, of engaging in the criminal conduct set forth below:
 - i. Criminal activity involving possession or use of a controlled substance.
 - ii. Criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, or that would threaten the health or safety of the owner, management staff, or any employee, contractor, subcontractor, or other agents of the owner, including, although not necessarily limited to, homicide, rape/sexual abuse, burglary/robbery/theft, arson, drug offenses, weapon offenses, and any other felonies against persons or property.
 - iii. Criminal activity involving possession of an unregistered firearm, or possession of an illegal weapon.
 - iv. Other violent criminal activity that is classified as a felony.
 - b. Any applicant who, in the last three (3) years, has been convicted, or has been released from custody as a result of having been convicted, whichever occurred later, of engaging in criminal activity that is classified as a misdemeanor, including, although not necessarily limited to, assault, disorderly conduct, disturbance of neighbors, destruction of property, theft/larceny, unauthorized use of a motor vehicle, other traffic offenses, drug offenses, or any other misdemeanor crime which adversely affects the safety or welfare of persons or property.
 - c. Any applicant who has been convicted of two (2) or more felonies in the past ten (10) years, or two (2) or more misdemeanors in the past five (5) years.
3. Neither a record of arrests nor the existence of one or more open, but not yet adjudicated, criminal matters will serve, on their own, as a basis upon which to deny an applicant admission unless the conduct underlying the arrest and/or open criminal matter is conduct that indicates the applicant is not suitable for tenancy and there is sufficient evidence to believe that the applicant has engaged in the underlying criminal conduct that forms the basis for the arrest or open criminal matter(s).

In order to conclude whether there is sufficient evidence to believe that the applicant has engaged in the underlying criminal conduct that forms the basis for the arrest or open criminal matters, management may review police reports detailing the circumstances of the arrest, any witness statements that may exist, and any other relevant documentation. Management may also take into account information/evidence of a prior conviction for similarly disqualifying criminal conduct when determining an applicant's suitability.
4. If an applicant's criminal background screening reveals a history of criminal activity extending back over a long period of time, even if the applicant's last conviction is beyond the time frames set forth above, and there is one or more open/pending criminal matters, the nature of which, if the applicant is not acquitted, would provide a basis for denial of admission, management may take all such previous criminal activity and open/pending criminal matters into account when determining whether the applicant should be admitted or rejected.
5. *Removal of Offender/Mitigating Factors:* With respect to the foregoing criteria relating to criminal background screening, the applicant will have the ability to remove the member of the household

whose criminal activity would result in a denial of admission. In addition, in the event an applicant is denied admission based on criminal activity, the applicant may request an opportunity to appeal the decision. In the course of such an appeal, in determining whether the applicant should be admitted notwithstanding the criminal record, mitigating factors, such as the nature and severity of offense(s), the age of the offender at the time the offense(s) was committed, the total number of convictions, the length of time since the last conviction, successful completion of qualified drug and/or alcohol treatment program(s), current employment, length of current employment, successful completion of qualified job training, life skills, and/or educational program(s), including programs intended to assist criminal offenders with re-integration into society, will be considered. Any information provided for consideration as a mitigating factor is subject to acceptable verification.

IF, AS A RESULT OF THE CRIMINAL BACKGROUND SCREENING, INFORMATION COMES TO MANAGEMENT'S ATTENTION INDICATING THAT A HOUSEHOLD MEMBER HAS FAILED TO DISCLOSE ALL REQUESTED INFORMATION ABOUT HIS/HER CRIMINAL HISTORY, THE APPLICANT WILL BE DENIED ADMISSION.

IN ADDITION, IF, AFTER ADMISSION, INFORMATION COMES TO THE ATTENTION OF MANAGEMENT INDICATING THAT A HOUSEHOLD MEMBER IS IN VIOLATION OF THE PROVISIONS OF THE LEASE OR HAS ENGAGED IN ANY OF THE ABOVE-DISCUSSED CRIMINAL ACTIVITIES, MANAGEMENT WILL IMMEDIATELY COMMENCE LEASE TERMINATION PROCEEDINGS.

Q. Rental/Landlord History:

All applicants must provide verifiable information regarding their rental/landlord history for the last 3 years. The purpose of obtaining an applicant's landlord history is to determine whether the applicant is likely to meet the obligations of tenancy. Among the information that will be sought, and criteria that will be considered, includes, although may not be limited to:

1. Rental payment history
2. Lease compliance history
3. Compliance with house rules
4. Any history of disruptive behavior
5. Housekeeping habits
6. Previous evictions
7. Cooperation with recertification process (if applicable)
8. Any termination of assistance for fraud
9. Any history of criminal or drug-related activity

An applicant with no rental history will not be rejected solely on the basis of having no rental history. However, the applicant must meet all other screening criteria to qualify for admission. In the event an applicant has spent time in a shelter or other unconventional type of housing during the last 3 years, management will attempt to obtain information from the provider of such shelter, or other unconventional housing provider, relating to the applicant's ability to meet whatever obligations may have been imposed on him/her by the shelter, as well as the applicant's ability to respect other residents and their right to peaceful enjoyment.

Procedures for using EIV Existing Tenant Search:

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 or who attempt to receive HUD assistance in two separate residences.

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 Enterprise Income Verification System (EIV) to run an existing tenant search to determine if the applicant or any member of the applicant household is currently receiving HUD assistance prior to the interview. Nothing prohibits a HUD housing assistance recipient from applying to this property. However, the applicant must move out of the current property and/or forfeit any voucher before HUD assistance on this property will begin. Special consideration applies to

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

If the applicant or any member of the applicant household fails to fully and accurately disclose rental history, the application may be denied based on the applicant's "misrepresentation" of information. This information will be reviewed on at each annual certification and interim recertification. If any household member receives or attempts to receive assistance in another HUD assisted unit while receiving assistance on this property,

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

4. Occupancy standards:

In order to ensure efficient use of the unit and federal subsidy, the unit size will be selected based on household composition, following the suggested guidelines from HUD of 1-2 heartbeats per bedroom, unless otherwise stipulated by local government agency, as follows:

Number of Occupants	Number of Bedrooms
1-2 persons	1 Bedroom

5. Unit transfer policies:

The following must occur for a household to be eligible to request a unit transfer: If a member of the household meets the definition of an “Individual with a Handicap” as contained in Section 504 of the Rehabilitation Act of 1973, a transfer may be considered as a reasonable accommodation; Change in family composition; Change in family size causing under or over housing; Medical reason certified by a doctor; or The need for an accessible unit. NOTE: The “Request for Transfer” can be initiated by either the Resident or Management.

The security deposit will be transferred from the old unit to the new unit minus and damages or fees noted on the move-out inspection. In house transfers will receive priority over new applicants; Reasonable Accommodation/medical need will receive first priority, VAWA accommodations will receive second priority, and all other transfers will receive third priority (change in household composition and family size). Please review the unit transfer policy for additional information regarding transfers, eligibility, applicability, and timing.

If the unit transfer is part of a reasonable accommodation due to medical reasons or a disability, the owner will pay for the move, unless doing so would constitute an undue financial AND administrative burden. Management reserves the right to discontinue or alter these transfer policies should it be in the best interest of the property as determined by management.

6. Policies to comply with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act and other relevant civil rights laws and statutes:

This TSP establishes a set policy, which can be consistently applied to all applicants, and complies with the following statutes:

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, these protected classes are expanded based on this state’s requirements and additional protected classes.

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 assistance from HUD.

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 receipts of federal financial assistance. A 504 Coordinator has been established as Thomas Russo (Compliance Manager) to review all reasonable accommodation/modification requests in accordance with the 504 and reasonable accommodation policies.

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 HUD Notice H2015-01 (The Equal Access Rule).

In addition, Sexual Harassment in housing includes demands for sex or sexual acts in order to buy, rent or continue renting a home. It also includes other unwelcome sexual conduct that makes it hard to keep living in or feel comfortable in your home. Applicants and residents are encouraged to contact the owner/agent if they feel that they are a victim of sexual harassment by any landlord, property manager, maintenance staff or other people who have control over housing.

Moreover, Management shall take reasonable steps to ensure meaningful access to the property and its programs by persons with Limited English Proficiency (LEP), those Oral Language Services (i.e. Interpretation) and Written Language Services (i.e. Translation) that may be required in connection with the implementation of this Plan. Please review the LEP plan for addition information.

7. Policy for opening and closing the waiting list for the property:

The waiting list may be closed if the average wait for a unit will be one year or longer. If the property contains units designated for individuals with disabilities the waiting list will remain open to applicants requiring these units until the average wait list will be one year or longer. The waiting list may then be closed to applicants requiring a unit designed for individuals with disabilities. When the waiting list is closed, and/or opened either in part or its entirety, notifications will be made in accordance with the Affirmative Fair Housing Marketing Plan.

8. Student Eligibility:

Eligibility of students:

Section 8 assistance will not be provided to any individual who is enrolled as either a part-time or full-time student at an institution of higher education when the student: Is under the age of 24; Is not a veteran of the United States military, or currently serving on active duty; Is not a graduate or professional student, Is unmarried; Does not have a dependent child; Is not a person with disabilities, as such term is defined in section 3(b)(3)(E) of the United States Housing Act of 1937 (42 U.S.C.1437a(b)(3)(E)) and was not receiving assistance under such section 8 as of November 30, 2005; Is not living with his or her parents who are receiving Section 8; Is not and Independent Student as defined below; Is not otherwise individually eligible, or has parents who, individually or jointly, are not eligible on the basis of income to receive section 8 assistance; Is not classified as Vulnerable Youth; and Is not an a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.

NOTE: Vulnerable Youth is defined as an orphan, in foster care, or ward of state at the age of 13.

Independent Student Status:

Independent Student is defined as: be of legal contract age under state law, be 24 years of age or older by December 31 of the award year; is an orphan, in foster care, or a ward of the court or was an orphan, in foster care or a ward of the court at any time when the individual was 13 years of age or older; is or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individuals State of legal residence; is a Veteran of the Armed Forces of the United States or is currently serving on active duty in in the Armed Forces for other than training purposes; is a graduate or professional student; is a married individual; has legal dependents other than a spouse; has been verified during the school year in which the application is submitted as either an unaccompanied you who is homeless child or youth or as unaccompanied, at risk of homelessness and self-supporting (as determined by a local educational agency homeless liaison, designated pursuant to the McKinney-Vento Homeless Assistance Act; the director of a program funded under the Runaway and Homeless Youth Act or a designee of the director; the director of a program funded under subtitle B of the tile IV of the McKinney-Vento Homeless Assistance Act (relating to emergency shelter grants) or a designee of the director; or a financial aid administrator); OR is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstance.

To verify a student's independence from their parents, we will do the following: review and verify previous address information to determine evidence of a separate household verifying the student meets the US Departments of Educations definition of independent student; review a student's prior year income tax returns to verify the student is independent or verifying the student meets the US Departments of Educations definition of independent student; verify income provided by parents by requiring written certification from an individual providing the support (financial assistance that is provided by persons not living in the unit is part of the annual income); certification if the parent is providing NO support to the student; and be of legal contract age under state law.

Tuition and Fees:

The Department of Education defines tuition as the amount of money charged to students for instructional services which may be charged per term, per course, or per credit. The Department of Education further defines tuition and fees as the amount of tuition and required fees covering a full academic year most frequently charged to students. NOTE: The amounts of financial assistance an individual receives in excess of tuition and other required fees and charges is included as income, except in the following scenarios: when a student resides with their parents receiving Section 8 Income; when a student is over the age of 23 with a dependent.

9. Policies for applying Violence Against Women Act:

The HUD-5380 & HUD-5382 forms will be provided at the time of move-in, rejection, termination of assistance, and termination of tenancy to all adult household members, to notify them of their rights and obligations under VAWA. In addition, upon move-in the HUD-91067 VAWA Lease addendum form will be completed by each adult household member.

If an applicant indicates they are or are affiliated with a victim of domestic violence, they may request a VAWA accommodation to disregard/waive a negative credit, landlord screening, home visit, or criminal record if they are able to show that it was related to being a victim of domestic violence, dating violence, sexual assault or stalking. However, the applicant may still be denied for other reasons not stemming from their domestic violence incident(s).

For existing residents that indicate they are or are affiliated with a victim of domestic violence, they may request a VAWA accommodation to modify their lease term (move-out), reconsider lease violation, bifurcate lease (remove a member), or have an emergency transfer. Please see the emergency transfer policy for additional information.

In order to provide a VAWA accommodation, the applicant/resident will be required to either complete the HUD VAWA certification form, provide proof of the domestic violence incident(s) from federal, state, tribal, territorial or local police/court, or signed document from a professional who is able to attest for their need for VAWA protections. Once a request for a VAWA accommodation is made, a request to provide documentation as outlined above will be made in writing, and require proof to be provided within 14 business days. A response to the request will be made in writing within 30 days, and the applicant/resident has 14 days to appeal the decision. If contradictory information is obtained during the process, notification will be provided in writing requiring third party documentation to be submitted within 30 days. Any and all information related to a VAWA accommodation will be retained in a separate folder, in a locked filing cabinet separate from the tenant file, that will be maintained in a confidential manner (only to be disclosed if requested in writing by the individual, for use during an eviction, or otherwise required by applicable law).

Please note: no preference for housing will be provided to applicants that indicate they were the victim of domestic violence.

Additional Topics:

Rent, Deposits, Charges, and Fees:

The applicant must agree to pay the rental amount established in accordance with the HUD Handbook 4350.3 as listed on the current 50059 and Lease. In addition, the applicant must agree to pay the security deposit amount established in HUD Handbook 4350.3 as listed on the MI 50059 and Lease. All charges and fees are listed in the Lease, House Rules, and Charge List. Additional fees not listed may be charged pending HUD approval.

Accommodation/Modification Policy:

All applicants and residents will be provided with the Request for Reasonable Accommodation/Modification form upon the applicant's request, the Request Form will be provided in an equally effective format. Residents seeking accommodations/ modifications may contact staff at the management office located within their property.

A resident/applicant may submit the request in writing, orally or use another equally effective means of communication to request the accommodation. Upon receiving the request the owner/agent will respond to the request as quickly as possible but within no more than twenty (20) business days. The owner/agent will consent to or deny the request as quickly as possible, but within thirty (30) business days after receiving all needed information and documentations from the resident/applicant or other appropriate parties.

All decisions to grant or deny reasonable accommodations/modifications will be communicated in writing or if required, in an alternative format in order to communicate the decision to the applicant/resident. Exceptions to the 30 business day period for notification of the owner/agent's decision on the request should be provided to the resident setting forth the reasons for the delay.

If the request for reasonable accommodation/modification is denied, the requestor has the right to appeal the decision within 10 business days of the date of the written notification. The appeal meeting will be conducted by a staff member who was not originally involved in the original denial.

Please review the Reasonable accommodation policy for additional information.

One type of reasonable accommodation is a service animal. Service Animal reasonable accommodation requests are treated like all other reasonable accommodation requests and require approval of management. Once approved, service animals are not considered to be pets and therefore are not subject to a pet policy; this includes no deposit may be charged for them, and there are no size and weight restrictions. Please review the full Service Animal Policy for additional information.

As a reasonable accommodation, we will consider extenuating circumstances when evaluating information obtained during the screening process in determining the acceptability of an applicant for tenancy if the applicant is a person with disabilities. Moreover, if admission for a specific unit is based on verification of the RA request then the unit will be held until the request determination is finalized and communicated to the applicant as outlined above.

Appeal Process:

If a household does not agree with the reason stated on their rejection letter, as outlined above, they may appeal the rejection decision. All appeals must be received in writing within 14 days of rejection. Reasonable accommodations will be provided during the appeal process for disabled applicants. Any applicable documentation to substantiate the request to overturn the denial must be provided with the rejection letter.

Appropriate documentation to substantiate the request to overturn the denial includes, but is not limited to:
(A) applicant has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable);

(B) applicant has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable); or
(C) applicant is participating in a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable).

Once the appeal is received, the applicant may request an informal hearing with management. The appeal process/meeting will be handled by a staff person who was not originally involved in the original denial. If an informal hearing was conducted, management will inform the applicant within 5 business days of the decision. Regardless of the type of meeting/hearing, management will maintain a written record of the discussion, along with any materials provided by the applicant, with their application package. Applicants must wait a year to re-apply or until the circumstances regarding the denial of the appeal have been resolved, whichever is later.

If the applicant wishes to continue with an appeal of the final decision made by management, it may be made with the appropriate PBCA/HUD contact as noted in the Grievance Procedure posted on the property. This process should only be used once the appeal to management has been completed.

House Rules:

Management reserves the right to make rules and regulations in order to ensure the property is kept in decent, safe, and sanitary condition, and to support the peaceful enjoyment of the property by all residents. The House Rules are a Lease Attachment. The House Rules may be modified with a written notice (in accordance with HUD guidelines), and must be accepted by all residents to maintain occupancy. Please review the House Rules for additional information.

Live-In Aides:

The same criteria established for other applicants must be applied to live-in attendants and other new additions to the household, including but not limited to: providing proof of social security number, screening for drug abuse and other criminal activity, and being run through the Existing Tenant Search. The Live-In Attendant shall be required to sign HUD Lease Addendum.

Recertification:

Management will conduct annual recertifications, and process interim recertification in accordance with HUD Handbook 4350.3, and as required by the Lease Agreement. Please review the House Rules and Interim Reporting Requirements policy for additional information.

Unit Inspections:

Management will conduct a move-in inspection, move-out inspection and annual inspection in accordance with HUD Handbook 4350.3. Additional inspections may be conducted with 24hr notice as required and in accordance with the Lease Agreement. Please review the House Rules and Unit Inspection policy for additional information.

Methods of Verification:

We shall complete verification of income, assets, and expenses in accordance with the guidelines established in the HUD Handbook 4350.3. In addition, we have opted to adopt the Streamlining Administrative Regulations in regards to asset verification, when applicable.

Changes to Tenant Selection Plan:

Management reserves the right to update and modify this policy as required by HUD. Any changes made to this plan that affect the eligibility of applicants on the waiting list will require Property to notify all applicants in writing of the change. Any changes that affect the eligibility of previously denied applicants will require denied applicants to re-apply for housing to be considered under the updated TSP. The current TSP will be made available to the public upon request. A copy of the current TSP is posted on site for review by all applicants.

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