Tenant Selection Plan Content Checklist (updated 7/16/18)

Property Management Company: Remnant Management, Inc **Property Name:** Oak Park at Nations Ford

Person submitting Plan: Shirley McMillan **NCHFA Reviewer:**

Regulations this property is subject to:

Federal Tax Credits or TCAP or Exchange -x Rural Development - HUD Section-8 - HOME -

		Completed by Owner/Agent		Completed by NCHFA	
TSP Section	**TSP Requirement**	**Where is this in the TSP? Page #, Section #, Section Title**		**Is it OK? Yes, No, NA, or NI**	**Comment/Corrective Action Needed**
1. a. i	Does the property have an income maximum listed, expressed as a number of units at % of median income?	Page 1, A			
1. a. i	Does the TSP specify how the income limit is available? (website, contacting the on-site office, attachment to TSP)	Page 1, A			
1.a.ii	Does the property have a minimum income policy listed?	Page 7-8, Minimum Income			
1.a.ii	IF YES: Is the minimum income so restrictive as to create a barrier to housing for an applicant with a federal or state housing voucher/rent assistance?	No, Page 8			
1.a.ii	IF YES: Does the minimum income policy either exempt households with rental assistance from the policy itself, or base the minimum income on the tenant's out of pocket rental payment and utility allowance?	No, Page 8			
1.a.iii	Does the TSP affirm that reliance on state and federal housing vouchers will not be grounds to deny an application? [N/A: for properties where voucher can't be used.]	Yes, Page 5			
1.b.i	Does the TSP state whether the property is intended to house families or the elderly?	Yes, Families, Page 1 B			
1.b.ii	IF ELDERLY: Does the TSP clearly state the age restriction?	N/A			
1.b.ii	IF ELDERLY: Does the TSP make clear which federal elderly definition is used?	N/A			
1.b.ii	IF ELDERLY: Is the property's age restriction 62+?	NO			
1.b.ii	IF ELDERLY: Is the property's age restriction 55+?	N/A			
1.b.ii	IF 55+ and Targeting: Does the TSP explain that in at least 80% of units, one household member must be at least 55; in up to 20% of	N/A			

	units, one household member must be at least 45; and all additional household members must be at least ***X*** years of age or unrestricted?				
1.b.ii	IF 55+: Does the TSP indicate if there are any units with no age restriction?	N/A			
1.c.i	Does this property participate in a program that has mandatory student rules?	Yes, Page 2			
1.c.i	IF YES: Does the TSP include the correct student rules?	Yes			
2.a	Does the property have an occupancy policy related to household size?	Yes, Page 4 E			
2.a	IF YES: Does the TSP state the minimum and maximum household size by unit size?	Yes, Page 4E			
3.a.i	Are credit criteria described with enough specificity that an applicant can reasonably self-determine whether they meet the established standard for approval?	Yes Page 4-5			
3.a.ii	Does the TSP state that the criteria will be waived for applicants (and additional household members, if any), participating in any programs or receiving assistance which provides the landlord with the ability to recover any economic losses related to the tenancy? [HUD Special Claims and/or Key Special Claims]	Yes, Page 5			
3.a.iii	Is good standing with the local utility companies used by the unit (electric, gas, and/or water) a requirement?	Yes, Page 5			
3.a.iii	IF YES: Is the good-standing requirement clearly stated?	Yes, Page 5			
3.a.iii	IF YES: Does the good-standing requirement only cover electric, gas and/or water?	Yes, Page 5			
3.b.i	Are criminal criteria described with enough specificity that an applicant can reasonably self-determine whether they meet the established standard for approval?	Yes, Page 5-6			
3.b.i	Does the criminal screening criteria offer individualized assessments?	Yes, Page 6			
3.b.i	Does the criminal screening criteria comply with or is less restrictive than the Convictions – Exclusions and Individualized Assessment Periods matrix?	Yes			
3.b.i	Does the criminal screening criteria comply with the requirements regarding pending charges?	Yes, Page 6			
3.b.i	Does the criminal screening criteria comply with the prohibition on blanket exclusions?	Yes			
3.b.ii	Are the screening criteria no more restrictive than the Model Policy on Screening Applicants with Criminal Records contained in NCHFA's 3/19/2018 policy memo titled Fair Housing and Tenant Selection Policy for Properties Monitored by NCHFA?	Yes, Page 5-6			

3.c.i	Are Landlord reference criteria described with enough specificity that an applicant can reasonably self-determine whether they meet the established standard for approval?	Yes, Page 7			
3.c.ii	In the situation where a negative landlord reference is due to unpaid rent or money owed, does the criteria state that this will not be held against applicants participating in programs or receiving assistance which provides the landlord with the ability to recover economic losses? [HUD Special Claims and/or Key Special Claims]	Yes, Page 7			
4.a	Does the TSP list all local, state, or federal preferences the property is subject to?	N/A			
4.a	IF YES, does the TSP describe the preferences and how they impact selection from the property waiting list?	N/A			
4.b	IF YES, does the TSP describe the documentation required to establish preference eligibility?	N/A			
4.c	Does the property participate in the Targeting Program?	YES			
4.c	IF YES: Does the TSP include this: The property participates in a state program in which ***X*** percent of the units in the property are set aside as they become available to house eligible applicants receiving a referral from NC DHHS. Until the percent of units is reached, those applicants will be offered units ahead of anyone else on the waiting list.	Page 8G			
5.a	Does the TSP specify how pre-applications and applications are taken?	Yes, Page 8-10			
5.a	Does the TSP clearly state alternative methods for accepting applications?	Yes, Page 9 H			
5.b	Does the property charge an application fee?	Yes, Page 10			
5.b	IF YES: Does the TSP disclose the amount of the fee?	Yes, Page 10			
5.b	What is the amount of the application fee?	$30.00			
5.b	Does the application fee exceed $35?	No			
5.c	IF FEE: Does the TSP explain that Targeting Program and TCLI applicants are not charged a fee?	Page 11J			
5.d	Are reservation fees charged? (they are prohibited)	No			
6.a	Does the TSP specify the number of waiting lists used to select a tenant household for the property?	Yes, Page 10			
6.a	IF THERE ARE MULTIPLE WAITING LISTS: Does the TSP specify their purpose and priority ranking?	Yes, Page 10			
6.b	Does the TSP specify how applicants are selected from each waiting list – first come, first serve or other?	Yes, Page 10			
6.c	Does the TSP specify how preferences impact selection from the waiting list(s)?	Yes, Page 10			

6.d	Does the TSP specify how the waiting list is updated to maintain fairness and accuracy, and disclose the circumstances under which an applicant is removed from the waitlist?	Yes, Page 10			
6.e	Does the TSP specify the methods of advertising used to announce opening and closing of the waiting list?	Yes page 10			
6.f	Does the TSP specify the policies on opening and closing the waiting list?	Yes page 10			
7	Does the property have multiple levels of income and rent targeting?	Yes, Page 11J			
7.a	IF YES: Does the TSP specify how applicants are selected for the various rent levels?	Yes, Page 11J			
7.b	IF YES: Does the TSP specify the policy for assigning lower rent levels to in-place tenants versus waiting listed applicants as they become available at the property?	Yes Page 11J			
8.	Does the TSP describe the process for notifying applicants of acceptance?	Yes, Page 11-12			
8.a	Does the TSP describe what the applicant needs to do and in what timeframe to secure the unit once accepted?	Yes, Page 11K			
8.a	Does the TSP describe the period the offered unit will be held before moving to the next applicant?	Yes, Page 11K			
8.b	Does the TSP describe the process and timeline for notifying applicants of rejection, including the method of notification (which must include a written form of notification, appeal rights and the process and requirements for filing an appeal)?	Yes, Page 11-12			
8.b	Does the TSP state that communications include the specific reasons for the rejection?	Yes, Page 12-13			
8.b	Does the TSP state that rejection is based solely on the written criteria specified in the Tenant Selection Criteria?	Yes, Page 12-13			
8.b	Does the TSP state that if rejection is based on information received from a third party, contact information is provided so the rejected applicant can investigate and challenge the adverse information?	Yes, Page 13			
8.c	Does the TSP explain that written denial/rejection of application notification shall include clear specification of appeal rights, process and deadlines? The deadline must be no less than 8 business days from the date of the denial notification letter.	Yes, Page 13			
8.d	Does the TSP explain that written denial/rejection of application notification shall include the right to a Reasonable Accommodation by an applicant with a disability?	Yes, Page 13			

9	Does the TSP have a nondiscrimination statement that lists federal and state protected classes (race, color, national origin, religion, sex, familial status, disability)?	Yes, Page 14L			
10.a	Does the TSP explain intent to comply with all applicable federal regulations related to fair housing? This includes the Fair Housing Act, the 1988 Fair Housing Amendments Act, Title VI of the Civil Rights Act of 1964, and the Violence Against Women Act (VAWA).	Yes, Page 14M			
10.b	Does the property receive federal funding (HOME, HUD, RD)?	NO			
10.b.i	IF YES: Does the TSP explain intent to comply with Section 504 of the Rehabilitation Act of 1973?	Page 15			
10.b.ii	IF YES: Does the TSP explain that the landlord may be obligated to provide Oral Language Services (i.e. Interpretation) and Written Language Services (i.e. Translation)?	Yes, Page 15			
10.b.iii	IF YES: Is the accessibility logo on the TSP?	Yes			
11	Does the TSP describe the process and timeline for a disabled applicant to request a reasonable accommodation/reasonable modification?	Yes, Page 16			
11	Does the TSP describe the timeline for management to respond to a request for Reasonable Accommodation or Reasonable Modification?	Yes, Page 16-17			
11	Does the TSP explain that if a Reasonable Accommodation request is submitted, the unit will be held until the request determination is finalized and communicated in writing to the applicant?	Yes, Page 16-17			
11	Does the TSP explain that in the event of a denial of a request for Reasonable Accommodation, the applicant will be afforded 8 business days to challenge the decision before the unit can be rented to another qualified applicant?	Yes, Page 16			
12	Does the property have a transfer policy listed? *Properties with federal funding (HOME, HUD, RD) must have a transfer policy that is described.*	Yes, Page 17O			
12	IF YES: Is the transfer policy described?	Yes			
12.a	Whether or not the property has a transfer policy, does the TSP include the procedures for selecting between applicants on the waiting list and current tenants who need a unit transfer?	Yes, Page 17			
12.a	Are all reasons for unit transfer (family size, change in family composition, medical reason, need for accessible unit, need for reasonable accommodation, households residing in an accessible unit that do not need the accessibility features) included in the TSP?	Yes, Page 17			
12.b	Does the property charge transfer and redecorating fees? (Transfer fee may not be charged)	No, Page 17			
13	Does the property have a pet policy?	Yes, Page 17			

13	IF YES: Does the TSP disclose the pet policy?	Yes, Page 17			
13	IF YES: Does the pet policy include an exception for service and assistance animals?	Yes, Page 17			
14	Does the property have a smoking policy listed?	Yes, Page 18			
14	IF YES: Does the TSP disclose the smoking policy?	Yes, Page 18			
15	Does the property have any mandatory policies or programs that an applicant needs to be aware of before applying to the property (down payment assistance program, etc.)?	Yes, Page 18-23			
15	IF YES: Does the TSP disclose the policies?	Yes			

REMNANT, INC.
DEVELOPMENT • CONSTRUCTION • MANAGEMENT

Oak Park at Nations Ford

TENANT SELECTION PLAN

This property has received an allocation of Low-Income Housing Tax Credit (LIHTC) under Section 42 of the Internal Revenue Service Code.

A. Income Restrictions

Applicants for occupancy must have a gross annual income of less than the following percentages of median income, adjusted for family size, as published annually by the U. S. Department of Housing and Urban Development and the North Carolina Housing Finance Agency (NCHFA) in accordance with the Section 42 Low Income Housing Tax Credit Program.

- 161 units are reserved for households at or below 60% of median income.
- 41 units are reserved for market rate households.

Federal tax credit income limits (60% of median income) are available at https://www.huduser.gov/portal/datasets/mtsp.html and State-mandated limits (< 60%) at http://www.nchfa.com/rental-housing-partners/rental-owners-managers/income-limits.

B. Population Type (family or elderly)

This property is intended to house families. This property consists of 41 one-bedroom, 57 two-bedroom, 37 three-bedroom Oak Park provides affordable housing for individuals and families meeting income eligibility guidelines below.

C. Units Designed for Special Needs of the Mobility-impaired:

The property contains 13 apartments, which are specifically designed to accommodate persons with mobility impairments requiring special features for wheelchair accessibility and use. Preference for occupancy of these units will be given to households who require the accessibility features provided in the units.

No non-disabled applicants or disabled applicants who do not require the accessibility features provided will be offered these units until all eligible applicants or current residents have been

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considered. Existing residents approved for transfer to an accessible unit will be given preference to overqualified applicants.

Accessible units will be offered to and accepted by non-disabled applicants only with the understanding that such applicants must agree to transfer to a non-accessible unit at a later date if a person with a disability requiring the unit applies for housing and is determined eligible.

D. Student Eligibility

Student Definition-IRC §152(f)(2) defines, in part, a "student" as an individual, who during each of 5 calendar months during the calendar year in which the taxable year of the taxpayer begins, is a full-time student at an educational organization described in IRC §170(b)(1)(A)(ii) or is pursuing a full-time course of institutional on-farm training under the supervision of an accredited agent of an educational organization described in IR §170(b)(1)(A)(ii) or of a state or political subdivision of a state. Treas. Reg. §1.151-3(b) further provides that the five calendar months need not be consecutive.

The determination of student status will be determined by the below criteria:

- Full time or part time student status will be determined by the school.
- An educational organization, as defined by IRC §170(b)(1)(A)(ii), is one that normally maintains a regular faculty and curriculum, and normally has an enrolled body of pupils or students in attendance at the place where its educational activities are regularly carried on. The term "educational organization" includes elementary schools, junior and senior high schools, colleges, universities, and technical, trade and mechanical schools. It does not include on-the-job training courses.
- Units comprised of full-time students (no one of whom is entitled to file a joint return) **do not qualify as low-income units**. However, there are exceptions as outlined in IRC §42(i)(3)(D). This section provides that a unit shall not fail to be treated as a low-income unit merely because it is occupied by
  - a student receiving Temporary Assistance for Needy Families (TANF),
  - a student who was previously under the foster care and placement responsibility of the State agency responsible for administering a plan under part B or part E of title IV of the Social Security Act,[2] or
  - a student enrolled in a job training program receiving assistance under the Job Training Partnership Act or under other similar Federal, State or local laws.
  - single parents and their children and such parents are not dependents (as defined in IRC §152, determined without regard to subsections (b)(1), (b)(2), and (d)(1)(B) thereof) of another individual and such children are not dependents (as so defined) of another individual other than a parent of such children,[3] In the case of a single parent with children, the legislative history explains that none of the tenants (parent

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or children) can be a dependent of a third party. See S. Rpt. No. 103-37, 103d Cong., 1st Sess. 74 (1993).or

- Households that are married and file a joint tax return.

E. Occupancy Standards

Applicants must meet the established occupancy standards. As a general policy, there should be a minimum of one person per bedroom. Management shall take into consideration mitigating circumstances such as reasonable accommodations for persons with disabilities and verified medical reasons for a larger unit. Dwelling units will be assigned in accordance with the following standards:

Persons per Household

Bedroom Size	Minimum	Maximum
1	1	2
2	1	4
3	1	6
4	1	8

To avoid overcrowding and for health and safety reasons, the number of persons allowed in a bedroom should not exceed the following:

Number of Persons	Bedroom Space
1 person	At least 70 square feet
2 person	At least 100 square feet
3 person	At least 150 square feet
4 person	At least 200 square feet

In other words, if the bedroom is less than 100 square feet, there should only be one (1) person in the bedroom and the household should be allowed another bedroom.

F. Applicant Screening Process

All applicants will be screened in accordance with the criteria set forth below. Management will strictly verify all information affecting a family's eligibility including all information regarding income, family composition and ancillary related criteria such as the family's ability and willingness to comply with the lease and lease addendums. Verification must be no more than 120 days old.

All eligible applicants will be subject to the following criteria:

Credit History

- All applicants will be subject to a credit check to authorize the release of information that may be used to conduct an investigation into personal background for the purpose of residency for Remnant Management, LLC properties. Information may

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be released concerning character, credit, public record information (including record of civil judgments, arrests, convictions, motor vehicle violations, tax liens, or bankruptcy information) as well as diplomas, degrees, licenses, and transcripts. Under the provisions of the Fair Credit Reporting Act (FCRA), 15 U.S.C. § 1681 et seq., written permission must be obtained before such information can be released. An applicant has the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation and is also entitled to a copy of their Rights under the Fair Credit Reporting Act. Record of unpaid evictions, unpaid judgments, and unpaid local utility company (electric, gas, and/or water only) will be grounds for denial.

- The credit criteria will be waived for all applicants participating in any programs or receiving assistance which provides the landlord to recover any economic losses related to the tenancy.

- If the applicant owes a local utility company (electric, gas, and/or water only) this must be paid prior to moving forward with the application process.

Criminal History

- A criminal history check for all household members over the age of 16 (unless prohibited by law or other governing agency) to include Live In Aides showing no record of past criminal activity which may reasonably pose a threat to or adversely affect the health, safety, peaceful environment or enjoyment of the property by other tenants, staff members, agents, contractors, and/or Remnant Management, Inc. representatives on the Property. Agent will particularly screen for criminal activity as it relates to:

    - If a member of an applicant household has been convicted of a felony offense involving the sale or manufacture of a controlled substance the Management company:
    - Will deny admission if the conviction, occurred within 5 years of application.

    - May deny admission if the conviction, occurred more than 5 years but within 10 years of application.

    - Will not deny admission if the conviction, occurred more than 10 years before application.

- If a member of an applicant household has been convicted of a violent felony offense, the Management company:
    - Will deny admission if the conviction, occurred within 5 years of application; and

    - May deny admission if the conviction, occurred more than 5 years before application.

- If a member of an applicant household has been convicted of a nonviolent felony

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offense, the Management company:

- May deny admission if the conviction, occurred within 7 years of application.
- Will not deny admission if the conviction occurred more than 7 years before application.

- If a member of an applicant household has been convicted of a violent misdemeanor, the Management company:
  - Will deny admission if the conviction, occurred within 2 years of application.
  - May deny admission if the conviction, occurred more than 2 years before application.
- If a member of an applicant household has been convicted of a nonviolent misdemeanor offense, the Management company:
  - May deny admission if the conviction, occurred within 5 years of application; and
  - Will not deny admission if the conviction, occurred more than 5 years before application.

Where the Management company "may deny" admission to a household based on a criminal conviction or pending criminal charge, the Management Company will conduct an individualized assessment of the criminal record and its impact on the household's suitability for admission. This individualized assessment will include consideration of the following factors: (1) the seriousness of the criminal offense; (2) the relationship between the criminal offense and the safety and security of tenants, staff, or property; (3) the length of time since the offense, with particular weight being given to significant periods of good behavior; (4) the age of the household member at the time of the offense; (5) the number and nature of any other criminal convictions; (6) evidence of rehabilitation, such as employment, participation in a job training program, education, participation in a drug or alcohol treatment program, or recommendations from a parole or probation officer, employer, teacher, social worker, or community leader; and (7) tenancy supports or other risk mitigation services the applicant will be receiving during tenancy.

The Management Company will not consider an arrest or charge that was resolved without conviction. In addition, the Management Company will not consider expunged or sealed convictions. The Management Company may deny admission if an applicant has pending charges at the time of application.

Disclaimer: Management reserves the right to consider the history of all criminal activity as a basis to determine eligibility.

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Landlord References

Contact with the current landlord and, if applicable, at least one prior landlord to gather information about past performance in meeting rental obligations, including but not limited to the following, rent being paid on time, housekeeping, condition of the unit, and getting along with neighbors. If any applicant is currently participating in any programs or receiving assistance which provides the landlord with the ability to recover any economic losses related to impending tenancy and a negative landlord is received due to unpaid rent or money owed (other than damages) we will not hold it against the applicant. If a family has history of disturbances or destruction of property, they may be excluded from occupancy. Generally, the applicant/family must not exemplify a history of disturbances (especially a violent or abusive one), disturbance of neighbors, destruction of property, poor housekeeping practices, substance abuse or any other history which may be reasonably expected to adversely affect:

- The health, safety, or welfare of other tenants.
- The physical environment and fiscal stability of the neighborhood.
- The peaceful enjoyment of the neighborhood by other tenants.

In the event of the receipt of unfavorable information with respect to an applicant/family, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospect. For example:

- Evidence of rehabilitation.
- Evidence of the applicant family's participation and continuing willingness to participate in social services or other appropriate counseling service programs and the availability of such programs.
- Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.
- Evidence of repayment or continuance of satisfactory payment towards outstanding indebtedness.

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

Minimum Income Requirement

To be eligible for occupancy, the following minimum income requirements apply:

- Section 8 voucher holders or subsidized households do not need to meet a minimum income.

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- Non-subsidized renters must have a minimum income of one month's rent plus the average utility allowance.

G. Preferences

This property participates in a state program in which 10% (41 units) of the units are set aside as they become available to house eligible applicants receiving a referral from the North Carolina Department of Health and Human Services. Until the percent of units is reached, those applicants will be offered units ahead of anyone else on the waiting list.

DHHS will provide Management with a Targeting Referral Letter for each applicant that is eligible to be considered under one of the preferences.

H. Application Process

It is the property's policy to accept and process applications in accordance with applicable HUD Handbooks and Section 42 of the IRS Code of regulations.

Applications can be requested in person at the site during normal business hours from the property manager. All applications must be in writing, on the forms provided. If, due to a disability, an applicant is unable to complete an application, a third party can assist in the completion of the form(s).

Applications must be returned, in person, to the office. All out-of-state pre-applications must be notarized. Only fully completed pre-applications will be accepted.

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

Staff or staff-provided assistance will be available upon request. This may take the form of answering questions about the pre-application, helping applicants who might have literacy, vision, or limited English proficiency challenges via oral or written translation or large print, and, in general, make it possible for interested parties to apply for housing. Applicants may bring an individual with them, to help with the application questionnaire, if desired.

Upon determination that the pre-application is completed, the applicant will be added to the waiting list(s), if applicable. Every pre-application must be completed and signed by the head of household and all additional household members 18 years of age or older. All of the members of the household must be listed on the pre-application.

All pre-applications will be kept at the property until they are placed in a unit or they request to be removed. If their application is over 120 days, they will be required to submit a new application at the time of unit offer. If the application received is not fully complete (including any required attachments) and/or is not signed/dated by all household members age 18 years or older, the pre-application will be voided, and the household will not be added to the waiting list.

Application fees will not be charged to Targeting Program applicants to include applicants from the Transition to Community Living Initiative (TCLI) Program.

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Application fees are charged to cover the actual cost of checking an applicant's program eligibility criteria such as credit and background history. Each applicant 18 years old or older will be required to pay an application fee of $30.00 which will cover the cost of the credit and background checks. The application fee will not exceed the amount required to recover the actual cost incurred by the landlord to obtain this information. No fees will be charged for verification of income.

Reservation fees are prohibited at this property.

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

- The family's annual income must not exceed the maximum income limits, based on family size. Income eligibility must be determined prior to approving applicants for tenancy. (See Section 4-A)
- Identification Requirements:
  - In order to determine credit/criminal eligibility and offer a unit, all household members, including live-in aides, foster children and fostered adults (unless the household is an exception as noted in [2] below) must provide a Social Security Number (SSN).
  - All household members must provide two valid forms of identification as defined below:
    - Social Security Card
    - Birth Certificate
    - U.S. Passport or U.S. Passport Card
    - An original document issued by a federal or state government agency which shows the person's name and SSN along with other identifying information (i.e., SSA benefit award letter)
    - Valid Driver's license
    - ID card issued by federal, state, or local government agency, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
    - U.S. Military Card or draft record
    - Voter registration card
    - Native American tribal document

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

I. Applicant Waiting List

Information needed to determine applicant eligibility will be obtained, verified, and the determination of applicant eligibility performed, in accordance with LIHTC and property eligibility requirements. Eligible applicants will be placed on the waiting list(s) and will be promptly issued a preliminary notice of eligibility, or a rejection notice, as appropriate.

This property will maintain three separate applicant waiting lists for each income set aside. One waiting list will be maintained for the 2 bedrooms and the other waiting list will be maintained for the 3 bedrooms and one list for the Market Rate units. Once the applicant applies at the property and they have chosen which bedroom size they are requesting they will be placed on that list. Each applicant can be placed on more than one waiting list if they desire. Once a unit becomes available Management will select the top applicant from the appropriate bedroom size waiting list on a first come, first served, basis, except in cases of handicap or disability need.

If a household requests to be placed on the waiting list for more than one unit size the applicant will be notified when she/he nears the top of the waiting list for which a unit becomes available first. The applicant may refuse the first unit type and continue to wait for the other unit type with no change in waitlist position for the other unit type. If the next unit available is not the other unit type, the household must either occupy the vacant unit offered, or be placed at the bottom of the waitlist for the other unit type.

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

The applicant waiting lists will be updated monthly to ensure that the applicants are still interested in being on the sites waiting list and to ensure all information that we have on file is accurate. It is the responsibility of the applicant to update the Management Office with any changes to their household composition, phone number, address, income, etc. If the applicant does not respond by phone a letter will be sent to the applicant giving them 14 days to respond or they will be removed from the waiting list.

Management will advertise in the local newspaper and on NC Housing search when the waiting list is close to being depleted, if necessary.

Management will accept all applications at all times as their waiting list is never closed.
As the applicant approaches the top of the waiting list, the Property Manager will interview the applicant and explain the regulations and policies associated with the property. The topics may include, but are not limited to:

- Income/asset/expense information, as well as household composition
- Tenant-paid utilities
- The requirement for all household members age 18+ to sign consent for release of information forms

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- Proof of legal residence will be collected
- Applicant's ability and willingness to comply with the terms of the property's lease and community's policies

All reasonable efforts will be made to offer reasonable accommodations as requested by applicants with disabilities and/or limited English proficiency during the application process, as well as during tenancy and for all appeal processes.

J. Income and Rent Level Targeting

All available units will be offered to applicants whose total gross income does not exceed the allowable area median income for that particular set aside for the property. Management will select eligible applicants from the waiting list whose income is at or below the income limit of the available unit's set aside (60%.) All efforts will be made by Management to select applicants whose income range falls within the particular set aside of the available unit, for example, a 60% income eligible applicant, to an available 60% set aside unit. Therefore, a household may be skipped on the waiting list in order to meet the income set aside. In the event that all lower set asides have been met, a household may be offered a unit which is at a higher income and rent restriction then the applicant's income qualifies.

Once an approved qualified applicant accepts a specific unit set aside, and begins tenancy, the applicant will be removed from all applicant waiting lists. If the applicant qualifies at a deeper targeted income level and desires to be placed in a deeper targeted income level set aside than what was available at initial tenancy, Management will maintain a Tenant Income Level (TIL) Waiting list and the tenant can be placed on the TIL waiting list until a deeper targeted income level set aside unit becomes available. The TIL waiting list will be updated at each recertification. Once the unit becomes available, Management will choose the tenant that has remained on the TIL the longest, will confirm the current income level, and will swap the unit set aside with the available vacant unit. For example, if a 60% set aside becomes available, and a tenant on the TIL waiting list qualifies at 60% but is currently in a 50% set aside and paying 50% rent, then the vacant unit set aside will be swapped with the Tenant's unit set aside. The Tenant will become a 60% unit set aside, and pay 60% rent, and the vacant unit will become 50% unit set aside and will be marketed to a 50% applicant.

K. Notification of Acceptance or Rejection of an Application

All applicants will be notified by phone of all approved applications within 5 business days of the application being turned into the office. Once an applicant has been approved, if there is a unit available at that time then a unit will be offered. If the attempt to contact the applicant by phone is not successful Management will send notification by mail to the address the applicant listed as his/her current address. If it is returned by the Postal Service, the document will be kept on file and the applicant will be removed from the waiting list. If the applicant cannot be contacted within 5 (five) working days by alternate means, the apartment will be offered to the next applicant on the waiting list. Attempts to contact the household will be documented in the applicant file. If the applicant is offered a unit in writing but fails to reply by the date noted on the offer letter, the applicant will be removed from the waiting list. The apartment will be offered to the next eligible household on the waiting list. If an applicant rejects an offer without good cause, the applicant is removed from all Waiting Lists. Once an approved applicant accepts a unit and begins tenancy, the applicant will be removed from all waiting lists.

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Rejected applicants will be sent a rejection letter within 5 business days of the application being completed and turned into the Management office and will include specific reason(s) for the rejection.

- Management reserves the right to reject applicants for admission if it is determined that the applicant or any member of the household falls within any one or more of the following categories:

- Misrepresentation: Willful or serious misrepresentation in the application procedure or certification process

- Records of Disturbance of Neighbors, Destruction of Property or Other Disruptive or Dangerous Behavior: Includes documented instances of behavior or conduct which adversely affects the safety or welfare of other persons by physical violence, gross negligence or irresponsibility which damages the equipment or premises in which the family resides; or which is disturbing or dangerous to neighbors or disrupts sound family and community life.

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- Violent Behavior: Includes documented evidence of acts of violence or of any other conduct which would constitute a danger or disruption to the peaceful occupancy of neighbors.

- Non-Compliance with Rental Agreement: Includes evidence of any failure to comply with the terms of rental agreements at prior residences, such as failure to recertify as required, providing shelter to unauthorized persons, keeping unauthorized pets, or other acts in violation of rules and regulations.

- Owing Prior Landlords: Applicants who owe a balance to present or prior landlords will not be considered for admission until the account is paid in full and reasonable assurance is obtained that the contributing causes for nonpayment of rent or damages have changed sufficiently to enable the family to pay rent and other charges when due.

- Unsanitary or Hazardous Housekeeping: Includes creating any health or safety hazard through acts of neglect, and/or causing or permitting any damage to, or misuse of premises and equipment; causing or permitting infestation, foul odors or other problems injurious to other persons' health, welfare or enjoyment of the premises; depositing garbage improperly; failing to reasonably and properly use all utilities, facilities, services, appliances and equipment within the dwelling unit, or failing to maintain them in a clean condition; or any other conduct or neglect which could result in health or safety problems or damage to the premises.

- Criminal Activity: Management has established a policy to reject all applications where the applicant or any household member has engaged in certain criminal activity. The activities that will be grounds for rejection of an application are defined in Section 5A (Applicant Screening Process, Criminal Background Check).

- Credit History: A consistent, severe, or recent history of deficiencies in overall credit or rent payment which indicates that the family will be unable or would otherwise fail to pay when due rent for the apartment and other expenses relating to occupancy of the apartment.

Appeals- If an applicant disagrees with the denial determination, the applicant may request an informal hearing to present information about why the applicant's family should be admitted. If the applicant desires such an informal hearing, it must be requested in writing and given to the property manager within fourteen (14) calendar days of the date of the denial notice.

Any person with a disability has the right to request a Reasonable Accommodation which will be heard by the Appeals Committee. A reasonable accommodation is a change, exception, or adjustment to a program, service, building, dwelling unit, or workplace that will allow a qualified person with a disability to fully participate in a program, take advantage of a service, live in a dwelling unit, or perform a job. Reasonable Accommodation Requests forms can be obtained from the Property Manager.

If an applicant fails to move in on the agreed date without notice, the application will be rejected, the applicant's name will be removed from all waiting lists and the apartment will be offered to the next eligible household on the waiting list.

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L. Nondiscrimination

The property shall not discriminate because of race, color, sex, familial status, religion, handicap, disability, or national origin. Questions and inquiries regarding applicant treatment relative to Section 504 of the Rehabilitation Act of 1973 should be addressed by mail to the following person, responsible for related policies: Attention: Director of Operations, 368 Winding Spring Trail, Fayetteville NC 28301.

M. Fair Housing

It is this property's policy to comply with Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights act of 1968, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, Fair Housing Act Amendments of 1988, E.O. 13166, the Violence Against Women Act (VAWA) and any legislation protecting the individual rights of applicants, tenants, or staff which may subsequently be enacted.

The Violence Against Women Act (VAWA, P.L. 109-62) and the Justice Department Reauthorization Act of 2005 protect housing assistance applicants and tenants who have been victimized by domestic violence, dating violence and stalking as follows:

- Applicants cannot be denied rental assistance solely because they were previously evicted from an assisted site for being victims of domestic violence;
- Applicants cannot be denied assistance solely for criminal activity or other acts against them that were directly related to domestic violence;
- Tenants cannot be evicted, nor have their subsidies terminated solely because they were victims of domestic violence. Being a victim of domestic violence does not qualify as a "serious or repeated violation of the lease" or "other good cause" for eviction.
- The domestic abusers may be evicted and their names removed from leases. Remaining household members may continue residency as long as they are eligible.

If an applicant is a victim of domestic violence, certification of victim status will be required, which includes names of abusers, if known. Only victim service providers, medical professionals or attorneys who have counseled a victim can provide third-party verification of the applicant's/tenant's status as a domestic violence victim.

The property shall not discriminate because of race, color, sex, familial status, religion, handicap, disability, or national origin in the leasing, rental, or other disposition of housing in any of the following ways:

- Deny to any household the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs.
- Provide housing which is different than that provided to others.
- Subject a person to segregation or disparate treatment.
- Restrict a person's access to any benefit enjoyed by others in connection with the housing program.

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- Treat a person differently in determining eligibility or other requirements for admission.
- Deny a person access to the same level or services.
- Deny a person the opportunity to participate in a planning or advisory group which is an integral part of the housing program.

It is the policy of this property, pursuant to Section 504 of the Rehabilitation Act (if applicable) and the Federal Fair Housing Act to provide reasonable accommodations and modifications upon approved requests to all applicants, tenants, and employees with disabilities.

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

This property will do its due diligence on placing the Fair Housing and Accessibility logos on all company documents.

Questions and inquiries regarding applicant treatment relative to Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Executive Order 11063, E.O. 13166 or the Fair Housing Act Amendments of 1988 should be addressed by mail to the following person, responsible for related policies: Director of Operations, 368 Winding Spring Trail, Fayetteville, NC 28301.

This person(s) is not directly involved in the day-to-day decision-making process involving admitting applicants to the property.

N. Reasonable Accommodation/Modifications

An applicant or tenant can request a Reasonable Accommodation/Modification at any time to present information at an informal hearing. The request must be in writing and given to the property manager. The property manager will send the packet to the Regional Manager for review. Once the Regional Manager has reviewed the packet to ensure all documentation is complete the request will be given to the Appeals Committee, which meets every other week (location to be determined). The Appeals Committee will email the Regional and Manager the allotted hearing time and the manager will contact the applicant/tenant with the specific hearing time. If for some reason the hearing time is unacceptable by the applicant/tenant they will be allowed to reschedule one time ONLY!!

Hearings are conducted by a Committee not involved in making the decision on the Reasonable Accommodation/Modification. An applicant/tenant may be present, bring witnesses and/or legal counsel or other representatives to the hearing if stated within the written appeal. The application file can be reviewed, upon request, at a mutually convenient time before or during the hearing.

The Fair Housing Act prohibits discrimination in the sale, rental, or financing of housing on the basis of race, color, religion, sex, disability, familial status, or national origin.

Federal law also prohibits discrimination on the basis of age. Section 8 applicants may file any

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complaints of discrimination to the U.S. Department of Housing and Urban Development, Assistant Secretary for Fair Housing and Equal Opportunity, Washington, D.C. 20410.

Once the hearing has taken place the Appeals decision will be emailed to the manager and a formal letter to the applicant/tenant will be mailed containing the decision of the Appeals Committee.

For reasonable accommodations the applicant must have a verifiable disability (mental or physical impairment that substantially limits one or more major life activities) as defined by HUD as applicable to the property's program type.

Also, the disability must have a direct correlation to the accommodation being requested by the applicant and the applicant must request a reasonable accommodation and provide verification of his/her disability and his/her need for the accommodation. Note, for the accommodation to be considered reasonable it cannot result in a financial or administrative burden to the property.

In some situations, even with reasonable accommodations, applicants with disabilities cannot meet essential program requirements. In these situations, the applicant is not eligible, and the applicant will be rejected. Examples of such situations include cases where the applicant's behavior or performance in past housing caused a direct threat to the health or safety of persons or property; history or other information that shows the applicant's inability to comply with the terms of the property's lease; or an objective determination that the applicant would require services from Management that represent an alteration in the fundamental nature of the property's program.

If an applicant or tenant makes a request, Management will provide a reasonable accommodation if the applicant or tenant has a verifiable disability that is directly related to the request and providing the reasonable accommodation will not result in a financial or administrative burden to Management or to the owner.

Reasonable accommodations may include changes in the method of administering policies, procedures, or services.

In providing reasonable accommodations for, or performing structural modifications for otherwise qualified individuals with disabilities, the property is not required to:

- Make structural alterations that require the removal or altering of a load-bearing structure
- Provide support services that are not already part of its housing programs
- Take any action that would result in a fundamental alteration in the nature of the program or service
- Take any action that would result in an undue financial and administrative burden on the property, including structural as defined in the Uniform Federal Accessibility Standards (UFAS).

If a reasonable accommodation request is submitted, the unit must be held until the request determination is finalized and communicated in writing to the applicant. In the event of a denial of a request for reasonable accommodation, the applicant must be afforded 8 business days to challenge the decision before the unit can be rented to another qualified applicant.

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If the site is unable to make a reasonable accommodation due to a resulting financial burden, the applicant or tenant may, at his/her own expense, make the accommodation after written approval by management. Management may require that the tenant remove the accommodation (or have it removed) upon vacating the unit.

Live-In Aides are a reasonable accommodation. Property Management must obtain verification that the Live-In Aide is needed to provide necessary supportive services essential to the care and well-being of the individual, and that there is a disability-related need for the Live-In Aide. This verification will be obtained from the individual's physician, medical practitioner, or health care provider.

The Live-In Aide cannot remain in the unit as a remaining family member, once the tenant who needs the services leaves the unit or becomes deceased. Live-In Aides who violate any of the property's House Rules will be subject to eviction. Live-In Aides must meet the same screening criteria as other applicants, except for credit checks and income verifications.

O. Unit Transfers

Unit Transfers will be allowed for the following reasons:

- Family Size
- Change in Family Composition
- Medical Reasons
- Need for Accessible Unit
- Need for Reasonable Accommodation
- Households residing in an accessible unit that do not need the accessibility features
    - Anyone with a Reasonable Accommodation will be selected before anyone on the waiting list for the appropriate size and type of unit.
    - Households that are transferring anywhere within the property will be treated as a complete move out, move in, with the exception of Security Deposit and rent, which will be transferred to the new unit. Households will be required to qualify the new unit in order to maintain compliance.

Transfer and redecorating fees are prohibited.

P. Pet and Assisted Animal Policy

This property does not allow pets. However, assistance animals are permitted upon approved reasonable accommodation documentation. There are no fees for service or assistance animals. All state and local health, safety and licensing laws will apply. Refer to the Assisted Animal House Rules for assistant animal care responsibilities.

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Q. Smoking Policy

This property does not allow smoking in the units, patios, balconies, or common areas which includes but is not limited to stairwells, breezeways, laundry rooms, playgrounds, and community rooms. Smoking will only be allowed in designated smoking areas only. Smoking is prohibited in all indoor common areas, individual living areas (including patios and balconies), and within 25 feet of building entries or ventilation intakes

R. Mandatory Policies

Management is not permitted to accept any cash connected with the application procedure, criminal or credit checks and/or apartment designation.

A copy of this Tenant Selection Plan will be provided, at no charge, to any applicant, tenant, or member of the public at his/her request. In the event of changes to this Tenant Selection Plan, all tenants and applicants will be notified that the Plan has changed, and that a copy of the revised Plan will be provided, at no charge, upon request. Tenants will receive a 30-day notice prior to the implementation of new House Rules.

Remaining Family Members- To stay in the unit as a remaining family member if the Head of Household leaves the unit, a person must already be on the initial lease when the Head of Household leaves and must be of legal contract age under state law.

Apartment Inspections- All apartments must undergo a move-in inspection by the property manager and the tenant the day of or prior to the day of move-in. A move-in inspection form will be completed and signed and dated by the tenant and property manager confirming that the unit is in decent, safe, and sanitary condition. After move-in, inspections will be completed every six weeks or at least quarterly by the property manager/maintenance. Inspections may also be conducted by North Carolina Housing Finance Agency, HUD, or other Agents of Remnant Management, Inc.

Annual Recertification's- IRS regulations require an annual recertification of income, assets, and expenses for rent determination. This policy will be explained prior to the Move-In.

Tenants are required to notify Management when there is any change in household composition. The same screening criteria are used for all new household members as are required for new households (with the exception of credit checks for Live-In Aides).

This property may require a criminal background check for every tenant at every annual recertification. If such criminal checks reveal lease violations, the household may be evicted.

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

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

Priorities for Accessible or Adaptable Apartments- For apartments accessible to, or adaptable for,

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persons with mobility, visual, or hearing impairments, households containing at least one person with such impairment will have first priority (as applicable for a particular apartment feature).

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Current tenants who require accessible/adaptable apartments shall be given priority over applicants requiring the same type of apartment. If a tenant is transferred as a reasonable accommodation to a household member's verified disability, the owner will pay the costs (not to include transfer of utilities) associated with the transfer, unless doing so would be an undue financial/administrative burden.

When there are no tenants or applicants who need the features of existing accessible units, persons without disabilities may move into those apartments. However, they must agree to move to an available apartment of the appropriate bedroom size with no such design features, if an applicant or current tenant requires that accessible unit. Units designed for the mobility-impaired are set aside for individuals who are mobility impaired.

Prior to Move-In

- Management will explain the property policies regarding the following:
  - Security deposits
  - Annual recertification's
  - Unit inspections
  - Community policies
- All adult household members (age 18 and older and any adjudicated minors who are the Head, Spouse or Co-Head) will sign the Lease, Community Policies or House Rules, and related documents and addenda.
- Social Security number documentation must be provided for every non-exempt household member, including live-in aides, foster children and foster adults, in order to obtain credit and criminal background information.
- The applicant and Management will inspect the apartment and sign the Move-In Inspection form either prior to Move-In or on Move-In day.
- The applicant will pay the Security Deposit.
- The applicant will pay the rent for the first month, or prorated rent, as set forth in the Lease.
- The applicant will be given a copy of the Move-In Certification, Lease, Move-In Inspection form, Community Policies/House Rules, and a receipt for the Security Deposit and first month's rent.

Attempted Fraud- Any information provided by the applicant that verification proves to be untrue may be used to disqualify the applicant for admission on the basis of attempted fraud. The property considers false information about the following to be grounds for rejecting an applicant:

- Income, assets and/or expenses
- Household composition

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- Social Security Numbers
- Preferences and priorities
- Eligibility for allowances
- Previous residence history or criminal history

If, during the course of processing an application, it becomes evident that an applicant has falsified or otherwise willfully misrepresented any facts about his/her current situation, criminal history, or behavior in a manner that would affect eligibility, priorities, application selection criteria qualification, allowances or rent, the application shall be rejected.

During the course of processing an application, there may be errors in name spellings, dates of birth and other such data, resulting in inaccurate criminal, credit, or other screening. In these cases, screening may be re-done. If these checks result in documentation of circumstances that would have caused an applicant to be rejected, the application will be rejected. If the applicant has already moved in, this evidence may be the cause of eviction proceedings. Unintentional errors will not be used as a basis to reject applicants.

Adding household members after move-in- For a new member, regardless of age, who has a social security number, SSN documentation must be provided no later than the processing of the certification that adds the new person to the household. If the new member is a child under 6 without a social security number, the household has 90 days to provide SSN documentation. An addition 90 days will be granted only if failure to provide documentation is due to circumstances beyond the tenant's control. If acceptable SSN documentation is not provided by the deadline date, eviction proceedings will begin to terminate tenancy of the household, since the household will be in non-compliance with its lease.

S. Verification Requirements

The property will obtain verifications in compliance with requirements set forth in Section 42 of the IRS Code. No decision to accept or reject an application will be made until all verifications required, per the application form, have been collected, and any necessary follow-up interviews have been performed.

- All information relative to the following items must be verified:
- Eligibility for Admission, such as
  - Income, assets, and asset income
  - Household composition
  - Social Security number documentation for all non-exempt household members
  - Citizenship eligibility
  - Verification of student status and eligibility
- Compliance with tenant selection guidelines, such as
  - Proof of ability to pay rent

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- Previously demonstrated adherence to lease for previous rentals

- Positive prior landlord reference: rent-paying, caring for a home with safe, clean, satisfactory housekeeping habits, based on documented prior landlord references.

- No disqualifying history of drug-related, sex offender or violent criminal activity of any household member, verified through police and/or criminal background checks

- Ability to live independently, in order to ensure the safety of all tenants

- Absence of objectively verified behavior that would give Management reasonable cause to believe that the applicant's abuse of drugs/alcohol would interfere with the health, safety and right to peaceful enjoyment of the property by other tenants or staff.

All the above must be documented and appropriate verification forms/letters placed in the household's file.

- Period for Verification

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

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

  - Checklists completed as part of the interview process, signed by the applicant

  - Verification forms completed and signed by third parties

  - Reports of interviews

  - Documentation provided by the applicant, i.e., award letters, pay stubs, bank statements

  - Notes of telephone conversations with reliable sources, faxes, and e-mail or internet correspondence. At a minimum, each file notation will indicate the date and time of the conversation, source of the information, name and job title of the individual contacted, and a written summary of the information received.

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

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

  - The applicant, by means of an interview.

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- Present and former housing providers.
- Present and former employers.
- Credit checks and Management record services.
- Social workers, parole officers, court records, drug treatment centers, physician, clergy, INS.
- Law enforcement.

- Preferred Forms of Verification: Verifications will be attempted in the following order:
  - Third-party written from the source.
  - Third-party oral with a record kept in the files.
  - Copies of documents provided by the household (i.e., Social Security printouts, pay stubs, bank statements, pharmacy printouts, payment book stubs for medical insurance premiums, etc.)
  - When the above cannot be obtained, notarized affidavits from the household as allowed by HUD or Housing Finance Agency.

Each file will be documented to show that property staff attempted to obtain independent written documentation before relying on a less acceptable form of verification.

- Applicant history will be checked using the following methods:
  - Past performance meeting financial obligations, especially rent:
  - Credit checks will be processed through a national screening service. Criteria for admission are described in Section 5, Applicant Screening: Credit checks.
  - Contacting the current landlord and at least one prior landlord to gather previous rental history information.
  - Otherwise, eligible households who apply for housing with outstanding balances owed to their current property, or to this property as a past tenant are ineligible. After the applicant presents proof of payment of any such balances, s/he may re-apply and, if otherwise eligible, will be added to the waiting list based on the re-application date.

- Disturbance of neighbors, destruction of property, living or housekeeping habits that would pose a threat to other tenants:
  - Staff will check for these potential problems with the current landlord and at least one former landlord.
  - If the applicant is not currently living under a lease, the housing provider will be asked to verify the applicant's ability to comply with property lease terms as it relates to these guidelines. Any unit for which the applicant has upkeep responsibility may be physically checked.

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- An applicant's behavior toward the property manager and other staff will be considered as indicative of future behavior toward neighbors. Physical or verbal abuse or threats by an applicant toward property staff will be noted in the file and could be considered “good cause” reasons for applicant rejection and/or tenancy termination.

- Involvement in criminal activity on the part of any applicant household member which would adversely affect the health, safety, or welfare of other tenants.

  - Criminal history checks of convictions and outstanding warrants with registries, local, state and federal authorities may be done.

- A record of eviction from housing or termination from tenancy programs will be considered:

  - Property Management may check property records, Management records, and other records to determine whether the applicants have been evicted from this property, any other assisted housing or any other property in the past. Records of evictions from tenancy programs will be checked with service agencies and with any housing providers referred by the applicant.

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