

## **TENANT ELIGIBILITY/APPLICATION/SELECTION PLAN**

### **Family Complexes**

Kiemle & Hagood Company does not discriminate on the basis of race, color, creed, religion, sex, familial status, national origin, or disability status in the admission or access to its federally assisted programs and activities.

#### **ELIGIBILITY REQUIREMENTS**

Applicants must provide documentation of Social Security Numbers (SSN) for all family members. Adequate documentation means a social security card issued by the Social Security Administration or other acceptable evidence of the social security number.

#### **Liberty Park Terrace Apartments**

1. Type of Subsidy: Section 221(d)(3) Family
  - Housing with this type of subsidy does not restrict occupancy to a particular population.
2. In order for an applicant to be eligible for occupancy, the calculated tenant rent cannot exceed the market rate rent for the unit and the applicant family's annual income must not exceed the applicable income limit, which is established and published annually by HUD. The income limits for this project's type of subsidy are:

Extremely Low-Income Limit	30% of Median Income
Very Low-Income Limit	50% of Median Income
Low Income-Limit	80% of Median Income

#### **Mt. Vernon Terrace and Richard Allen Court Apartments**

1. Type of Subsidy: Section 236 Family
  - Housing with this type of subsidy does not restrict occupancy to a particular population.
2. In order for an applicant to be eligible for occupancy, the calculated tenant rent cannot exceed the market rate rent for the unit and the applicant family's annual income must not exceed the applicable income limit, which is established and published annually by HUD. The income limits for this project's type of subsidy are:

Extremely Low-Income Limit	30% of Median Income
Very Low-Income Limit	50% of Median Income
Low Income-Limit	80% of Median Income

#### **INCOME-TARGETING**

Applicants who are extremely low-income (30% of median income) will be given priority over the other applicants on the waiting list for 40% of all Section 8 units that become available each fiscal year.

### **APPLICATION PROCESS**

An applicant(s) must submit a completed and signed application to the On-Site Manager of the complex for which the applicant is applying or to Kiemle & Hagood Company, 601 W. Main, Suite 400, Spokane, WA 99201. A completed application must include the social security numbers and signatures for all applicant family's members who are 18 years of age or older. Also, a Release and Authorization form must be signed by all adult applicants and submitted along with the completed application, which gives consent to Management to check criminal background, check previous rental history, run a credit report and verify current employment. **If an applicant refuses to complete any required paperwork throughout this process, their application may be denied.**

If there is a waiting list for the project, the applicant's name, date and time of the receipt of the application, annual income level, type and size of unit required will be recorded in chronological order on the waiting list. The applicant must decide which list he/she chooses to be on. **In order to remain on the waiting list, the applicant is required to contact the On-Site Manager of the project for which he/she applied every six months.**

### **INCOME-TARGETING**

Applicants who are extremely low-income (30% of median income) will be given priority over the other applicants on the waiting list for 40% of all Section 8 units that become available each fiscal year.

### **REASONS FOR REJECTING INELIGIBLE APPLICANTS**

- The household doesn't meet the income requirements;
- The applicant is unable to disclose and document SSNs of all household members or doesn't sign a certification stating that a member hasn't been assigned an SSN;
- Household members don't sign and submit required verification consent forms or the Authorization for Release of Information (forms HUD-9887 and HUD-9887-A);
- The household has characteristics that aren't appropriate for the specific type of unit available at the time or isn't an appropriate size for the units that are available;
- The household includes members who didn't declare citizenship or noncitizenship status or sign a statement electing not to contend noncitizen status;
- The applicant household whose members include a student enrolled in an institute of higher education are not eligible for assistance (Section 8); or,
- The applicant doesn't meet the screening criteria.

### **SCREENING CRITERIA**

Screening reports will be run on all applicants 18 years of age and older by an outside professional screening company. There are no screening report fees charged to the applicant(s).

## Rejection Criteria:

### A. Drug Abuse & Criminal Activity

- **Any household containing a member(s) who was evicted in at least the last three years from federally assisted housing or non-federally assisted housing for drug-related criminal activity;** only two exceptions are as follows:
  - 1) The evicted household member has successfully completed an approved supervised drug rehabilitation program, or;
  - 2) The circumstances leading to the eviction no longer exist (e.g., the household member no longer resides with the applicant household).
- **A household in which any member is currently engaged in illegal use of drugs** or for which Management has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety and right to peaceful enjoyment of the property by other residents;
- Conviction involving the **illegal manufacture or distribution of an uncontrolled substance**, involving the illegal use of a controlled substance, or involving felony activities and/or numerous gross misdemeanors within at least the last three years;
- **Currently an illegal user of a controlled substance** or Management determines that there is reasonable cause to believe that a household member's illegal use or a pattern or an illegal use of a drug may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents. (Examples of evidence of illegal activities may include a conviction record, former landlord references, etc.);
- **Any household member who is subject to a state sex offender lifetime registration requirement;**
- Any household member if there is reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents;
- **Violent criminal activity;**
- **Other criminal activity that threatens the health, safety and right to peaceful enjoyment of the property** by other residents or the health and safety of management, employees, contractors, subcontractors or agents of the owner; or,
- **Release from serving time in prison is less than three years.**

### B. Poor Previous Rental History

- Outstanding monies owed to previous landlord(s), (e.g., rent, damages, other);
- Previous evictions from federally funded and/or non-federally funded housing and/or unlawful detainers within at least the last three years; or,

- Violation of lease and/or house rules, such as, poor housekeeping habits, a history of disruptive behaviors, failure to cooperate with applicable recertification procedures, termination of assistance for fraud.
  - ❖ **An exception may be made as long as the applicant has met all of the following requirements:**
    - ✓ Monies owed are due to non-payment of rent and not for damages.
    - ✓ Amount owed does not exceed \$2,000.00.
    - ✓ Amount owed has been outstanding for a minimum of two years.
    - ✓ Payment arrangements have been made with the landlord to whom the monies are owed. A letter from the landlord stating the accepted payment arrangements must be submitted to Kiemle & Hagood Company along with proof that payments are being made in accordance with the agreed upon arrangements (proof must include at least one payment and that the applicant is current in making the payments).
    - ✓ Applicant must either provide proof of completion of in a Renter Responsibility Class/Program or be near completion and provide a recommendation letter from the program director.
  - ❖ **An exception may also be made if the applicant is a domestic violence victim, which required the applicant to get out of a lease early and left owing a balance for rent and/or damages.**
    - ✓ The applicant must present written verification of their situation. This may take the form of a valid order for protection or a record of reporting the incident(s) of domestic violence/assault/stalking to a “qualified third party”, such as law enforcement officers, state court employees, healthcare professionals, licensed mental health professionals, clergypersons, or crime victim/witness program advocates.

C. Derogatory Credit History

- An open bankruptcy;
- **Outstanding balances owed to previous landlords and utility companies.**

If an applicant does not meet the above criteria, the applicant will be notified in writing of the rejection and reasons for the rejection. The applicant will then have 14 days to

respond in writing or to request a meeting to discuss the rejection. Management may consider extenuating circumstances in evaluating information obtained during the screening process.

### **COLLECTION OF THE SECURITY DEPOSIT**

#### **Mt. Vernon Terrace Apartments**

**The entire security deposit must be paid at the time of the initial lease execution and prior to the move-in date.** The security deposit required for this project is the greater of: 1) one month's total tenant payment, or 2) \$50. The security deposit is refundable. An applicant may be rejected if he/she does not have sufficient funds to pay the full deposit.

#### **Liberty Park Apartments**

**The entire security deposit must be paid at the time of the initial lease execution and prior to the move-in date.** The security deposit required for these projects is one month's "Total Tenant Payment". The security deposit is refundable. An applicant may be rejected if he/she does not have sufficient funds to pay the full deposit.

#### **Richard Allen Court Apartments**

**The entire security deposit must be paid at the time of the initial lease execution and prior to the move-in date.** The security deposit required for this project is one month's tenant rent. The security deposit is refundable. An applicant may be rejected if he/she does not have sufficient funds to pay the full deposit.

**The security deposit must be paid with a check or money order separate from the payment of the first month's rent.**

### **SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE FAIR HOUSING ACT AMENDMENTS OF 1988 AND TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

Kiemle & Hagood Company, the managing agent of these projects, does not discriminate on the basis of handicapped status in the admission of, access to, or treatment or employment in, federally assisted projects, programs and activities. Nor do they discriminate on the basis of race, color, religion, sex, handicap, familial status, national origin, or marital status in the admission or access to, or treatment or employment in, it's federally assisted programs and activities. Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in any program or activity receiving (HUD) federal financial assistance.

### **REASONABLE ACCOMMODATIONS**

In federally assisted projects, it is unlawful for an owner/manager to refuse to make reasonable accommodations in rules, policies, practices or services, when such

accommodations may be necessary to afford an individual with handicaps or disabilities (as defined by the federal law) equal opportunity to use and enjoy a dwelling unit, including public and common use areas. The "Request for Reasonable Accommodation" forms are included in the initial rental application packet or upon request from the On-Site Manager. The request forms must be given to the On-Site Manager at move-in or any time during occupancy. Once the existence of a handicap/disability has been verified through third party verifications, the Property Manager will approve the request, if it is considered administratively and financially feasible.

**MODIFICATION OF THE TENANT SELECTION PLAN:**

Tenants and applicants on the waiting list will receive written notification of any revisions to the Tenant Selection Plan or policies that may affect their application or tenancy.

**NO PETS**

No pets are allowed at the Family Complexes. Service/assistive animals are not considered pets. In order to have a service/assistive animal, the Request for Reasonable Accommodation forms must be completed and submitted to the on-site manager for verification of disability and need for the animal. No pet deposit is charged for a service/assistive animal.

**VIEWING THE TENANT SELECTION PLAN**

You may view the entire Tenant Selection Plan upon request to the resident manager.