

# Drake Manor

## RENTAL APPLICATION

**Instructions:** Please complete ALL sections of this application. Please do not leave any questions blank; please do not use White Out. ALL adult household members (18 and over) must sign the application. Submitting multiple copies will be cause for rejection.

Please notify the management office if you need application assistance such as large type font, information by audio tape, computer disk, Braille and/or a language other than English. Best efforts will be made to accommodate such requests.

**Primary Language:** (Arabic) ; (Cantonese) ; (Mandarin) ; (Korean) ; (Russian) ; (Spanish) ; (Tagalog) ; (Vietnamese) ; Other

**Occupancy Limits** (To qualify for each of the unit sizes, please note the minimum and maximum persons required for each unit size. *Please see the Tenant Selection Plan for additional information regarding occupancy guidelines:*

**1 Bedroom:** 1 person min, 3 people max

1. PLEASE CHECK BEDROOM SIZE REQUESTED:  1 Bedroom
2. How did you hear about this property?  Flyer  Walk-by  Internet  Newspaper  Friend  Comm. Center.  Other \_\_\_\_\_

### Household Information

List ALL household members that are applying to live in the apartment. Any household member that is under the age of 18 and will reside in the household 50% of the time or more must be listed. *(Be sure to include your own name. Failure to provide accurate and complete contact information may result in application denial).*

Last Name	First, Middle Initial	Relationship to Head of Household	M/F (Optional)	Social Security Number	Birthdate MM/DD/YYYY

### CURRENT CONTACT INFORMATION (Required)

**What is your preferred method of being contacted?**  Mail  E-mail

**Current Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Mobile Phone:** \_\_\_\_\_ **Other Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Other Contact:** \_\_\_\_\_

### Reasonable Accommodation Information

Drake Manor has accessible units and/or units with accessible features. Applicants may inquire about features of these units by contacting the management office at (909) or TTY: 1 (800) 855-7100

1. Do you require that your apartment be designed for the disabled/mobility impaired?  Yes  No
- Please check if applies:  Mobility  Vision  Hearing
- Please explain the required modification needed: \_\_\_\_\_

A person with a disability may ask for:

- A change in rules (reasonable accommodation)
- A physical change to their apartment or shared areas in the building (reasonable modification)
- An accessible apartment
- Aids and services to help them communicate with us

If you or anyone in your house has a disability and needs any of these things to live at Drake Manor and use our services then please contact the management staff to fill out a form called a 'Reasonable Accommodation or Modification Form.'



## Other Household Information

1.  Please check here if you have been displaced by governmental action or if your dwelling has been destroyed as a result of a disaster formally recognized pursuant to federal disaster relief laws. (*Third-party verification will be required*).
2. Drake Manor is a non-smoking property. Each applicant 18+ must initial below to acknowledge that you understand smoking will not be permitted throughout the property up to the property line.

                      
Initials HOH
                      
Initials
                      
Initials

3. Are you currently working with a Case Worker or an Agency that you would like us to be aware of or contact as you apply?

Agency Name: \_\_\_\_\_ Case Worker Name: \_\_\_\_\_

Agency/Case Worker Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. We are required to adhere to Federal Fair Housing laws and to encourage a balanced resident population at Drake Manor. This housing is offered without regard to race, color, religion, sex, gender, gender identity and expression, family status, national origin, marital status, ancestry, age, sexual orientation, disability, source of income, genetic information, arbitrary characteristics, or any other basis prohibited by law. Therefore, we appreciate your checking the appropriate boxes below regarding your race/ethnicity. You are not obligated to provide this information. If you choose not to disclose, please indicate below.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Black/African American</b>        | <input type="checkbox"/> <b>Asian</b>  | <input type="checkbox"/> <b>Native Hawaiian/Other Pacific Islander</b> |
| <input type="checkbox"/> <b>White/Caucasian</b>               | <input type="checkbox"/> <i>Asian India</i> <input type="checkbox"/> <i>Japanese</i> | <input type="checkbox"/> <i>Native Hawaiian</i>                        |
| <input type="checkbox"/> <b>Hispanic</b>                      | <input type="checkbox"/> <i>Chinese</i> <input type="checkbox"/> <i>Korean</i>       | <input type="checkbox"/> <i>Guamanian or Chamorro</i>                  |
| <input type="checkbox"/> <b>American Indian/Alaska Native</b> | <input type="checkbox"/> <i>Filipino</i> <input type="checkbox"/> <i>Vietnamese</i>  | <input type="checkbox"/> <i>Samoan</i>                                 |
| <input type="checkbox"/> <b>Other</b>                         | <input type="checkbox"/> <i>Other Asian</i>  | <input type="checkbox"/> <i>Other Pacific Islander</i>                 |
| <input type="checkbox"/> <b>Non-Disclosed</b>                 |  |  |

## Current Residence

1. What is your current monthly rent? \$ \_\_\_\_\_ /month
2. Why do you intend to vacate your current residence? \_\_\_\_\_
3. What is the size of your current residence? # of Bedrooms \_\_\_\_\_ (Please indicate "0" for a studio or bachelor unit)

- |   | <u>YES</u>               | <u>NO</u>                |
|---|--------------------------|--------------------------|
| 4. <b>Do you expect any additions to the household within the next 12 months?</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| Name & Relationship: _____  |                          |                          |
| Explanation: _____  |                          |                          |
| 5. <b>Is there anyone living with you now who would not be living with you at this property?</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| Name & Relationship: _____  |                          |                          |
| Explanation: _____  |                          |                          |
| 6. <b>Do you or any household members own a car? If yes, how many cars? Number of cars: _____</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. <b>Are there any absent household members who under normal conditions would live with you? (For example, a household member away at school or deployed in the military.)</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| Explanation: _____  |                          |                          |

## Household Background Information

- |   | <u>YES</u>               | <u>NO</u>                |
|---|--------------------------|--------------------------|
| 1. <b>Have you or anyone else named on this application filed for bankruptcy?</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| Explanation: _____  |                          |                          |
| 2. <b>Have you or anyone else named on this application been convicted of a felony?</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| Explanation: _____  |                          |                          |
| 3. <b>Have you or anyone else named on this application been evicted from a rental unit of any type including an apartment, home, mobile home or trailer?</b> | <input type="checkbox"/> | <input type="checkbox"/> |



Explanation: \_\_\_\_\_

4. Have you or anyone else named on this application been convicted of drug/paraphernalia use, possession or distribution?

Explanation: \_\_\_\_\_

**Rental History and Housing References**

Please list all locations you have lived in the last FIVE (5) years starting with your current residence. (If additional space is required, use the back of this page.)

<u>Landlord's Name/Address</u>	<u>Your Address</u>	<u>Own/Rent</u>	<u>Dates</u>
(1) Name: _____	_____	Own <input type="checkbox"/>	From: _____
Address: _____	_____	Rent <input type="checkbox"/>	To: _____
Phone: (     )	_____		
(2) Name: _____	_____	Own <input type="checkbox"/>	From: _____
Address: _____	_____	Rent <input type="checkbox"/>	To: _____
Phone: (     )	_____		

**Applicant Status**

1. Are you or any other ADULT household members claiming zero income?  YES  NO  
 Explanation: \_\_\_\_\_
2. Will you or any ADULT household member require a live-in care attendant to live independently?  YES  NO  
 Name of Attendant: \_\_\_\_\_  
 Relationship (if any): \_\_\_\_\_
3. Do you currently, at the time of application, receive Section 8 rental assistance?  YES  NO  
 Name of Agency: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_
4. Do you currently have or are you expecting a Section 8, Choice Voucher, V.A.S.H., or other Voucher?  YES  NO  
 Expected Date: \_\_\_\_\_  
 Name of Agency: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

<u>Full Time Student Information</u>			
This apartment is governed by Federal and/or State Housing Program(s) that restrict full-time students. We must determine your household student status prior to eligibility and, if such eligibility is granted, each subsequent year you remain in the unit.			
If unsure of Full-Time status, inquire with academic institution for determination of "Full-Time" prior to completing the following section.			
Are you or any member of your household above (including minors) currently a Full-Time Student?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Do you or any member of your household above (including minors) anticipate becoming a Full-Time Student?
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N
<i>If Yes to either question, complete the following:</i>			
Any of the Full-Time Student(s) married and filing a joint tax return?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Any of the Full-Time Student(s) enrolled in a Job Training Program receiving assistance under the Job Training Partnership Act?
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N
Any Full-Time Student(s) a single parent living w/ his/her minor child who is not claimed on another's Tax Return?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Any of the Full-Time Student(s) a TANF or Title IV recipient?
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N
			Any Full-Time Student(s) under the age of 24, who has exited the Foster Care System within the last 6 years?
			<input type="checkbox"/> Y <input type="checkbox"/> N



## Income Information

Income is counted for anyone 18 or older (unless legally emancipated). However, if the income is unearned income such as a grant or benefit, it is counted for all household members including minors.

**PLEASE PROVIDE THE TOTAL Household's ANNUAL GROSS INCOME: \$ \_\_\_\_\_**

Answer the questions in this section to provide the source(s) of all household income. Include all income anticipated for the next 12 months. Use the back of this form if you need more space.

**Do YOU or ANYONE in your household receive OR expect to receive income from:**

- |   | <b><u>YES</u></b>        | <b><u>NO</u></b>         |
|---|--------------------------|--------------------------|
| 1. <b>Employment wages or salaries?</b> <i>(Includes overtime, tips, bonuses, commissions and payments received in cash.)</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <b>Social Security, SSI or any other payments from the Social Security Administration?</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. <b>Are you receiving regular payments from a pension, retirement benefit or annuities?</b><br><b>How many and from what source(s)?</b> _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. <b>Regular gifts or payments from anyone outside of the household?</b> <i>(This includes anyone supplementing your income or paying any of your bills, utilities, groceries, or other expenses.)</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. <b>Self-employment?</b> <i>(Include overtime, tips, bonuses, commissions, and any payments received in cash for any service that you provide to persons not living in the household.)</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. <b>Alimony or child support?</b> <i>(Include any support whether or not it is received and/or whether or not it is court-ordered.)</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. <b>Any other income sources or types not listed?</b> (e.g., pay as a current member of the Armed Forces, unemployment benefits or workers' compensation, public assistance or general relief, payments from a severance package, payments from any type of settlement, payments from rental property or other types of real estate transactions, payments from lottery winnings or inheritances, etc.) <b>Use the additional space provided on #9 below if you need more space.</b><br>Explanation: _____<br>_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. <b>Do you or any other household member expect any changes to your income in the next 12 months?</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. <b>Please provide notes on any other income sources here.</b>  |                          |                          |

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## Asset Information

Include all assets held and **the income derived** from the asset. **INCLUDE ALL ASSETS HELD BY ALL HOUSEHOLD MEMBERS INCLUDING MINORS.**

Answer the questions in this section to provide the source(s) of all household assets. Use the back of this form if you need more space.

**Do YOU or ANYONE in your household have:**

- |  | <u>YES</u>               | <u>NO</u>                |
|--|--------------------------|--------------------------|
| <b>1. Checking account(s)? (All accounts including Direct Express cards) How many? _____</b><br>Name of institution(s): _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2. Savings account(s)? (All accounts including Direct Express cards) How many? _____</b><br>Name of institution(s): _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>3. CDs, money market accounts or treasury bills? How many? _____</b><br>Name of institution(s): _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4. Cash on hand? This is cash <u>not</u> kept in a bank account.</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>5. Real estate, rental property, land contracts/contract for deeds or other real estate holdings? (This includes your personal residence, mobile homes, vacant land, farms, vacation homes or commercial property.)</b><br><br>Explanation: _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>6. Personal property held as an investment? (This includes paintings, coin or stamp collections, artwork, collector or show cars, and antiques. This does not include your personal belongings such as your car, furniture or clothing.)</b><br><br>Explanation: _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>7. All other asset sources or types not listed? Include name of institution where the asset is held, type of asset, value of asset, and any interest or income from the asset.(i.e. Stocks, bonds or securities, trust funds, pensions, IRAs, Keogh or other retirement accounts, whole life insurance, contents of a safe deposit box, etc.)</b><br><br>Explanation: _____<br>_____<br>_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>8. Have you disposed of an asset in the last two years? (Example: Cash over \$1000, a home, other real estate, etc.)</b><br><br>Explanation: _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>9. Please provide notes on any other asset sources here.</b><br><br>_____<br>_____<br>_____<br>_____<br>_____<br>_____  |                          |                          |



## Community Interest

1. We are providing extensive recreation facilities and activities at this property for the enjoyment of our residents. Since we are always looking for assistance to coordinate special programs and activities, we would appreciate a brief description of your skills, interests, hobbies and any assistance/leadership you might provide to these programs (optional).

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2. **Drug and Crime Free Acknowledgement:** Your initials below will acknowledge that you understand that this apartment community will vigorously enforce a drug and crime free environment. You and your guests agree not to engage in any drug-related activity, including the manufacture, sale, distribution, use, or possession of illegal drugs. These activities are a material violation of the lease and good cause for termination of tenancy. Each household member 18+ adult initials below.

\_\_\_\_\_  
Initials HOH    Initials    Initials

## Credit Information

PLEASE SIGN BELOW TO AUTHORIZE A CREDIT REPORT, EVICTION REPORT, AND CRIMINAL BACKGROUND CHECK. Management will perform a credit and eviction history and may perform a criminal background check of all applicants as a part of the applicant screening criteria. **Your application will not be considered unless you provide management with your consent to obtain a credit, eviction, and criminal background report on each adult household member.**

\_\_\_\_\_  
Head of Household Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other Adult Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other Adult Signature

\_\_\_\_\_  
Date



**Signature Clause**

Upon notification by landlord of application processing, I agree to pay Drake Manor an application screening charge in the amount required by landlord. I will be issued a Receipt for Application Fee upon payment; which will authorize Drake Manor to obtain any such credit reports, character reports and/or criminal reports, verification of rental and employment history as it deems necessary to verify all information set forth in this application. I understand that I will acquire no rights to the above property until I sign a rental agreement and submit a security deposit. I further understand that false, fraudulent misleading or incomplete information may be grounds for denial of tenancy or subsequent eviction. There are no other agreements express or implied between the parties.

I understand that management is relying on this information to prove my household’s eligibility for housing at Drake Manor. I certify that all information and answers to the above questions are true and complete to the best of my knowledge. I understand that providing false or misleading information or making false statements may be grounds for denial of my application. I also understand that such action may result in criminal penalties.

I authorize and consent to have management verify the information contained in this application for purposes of proving my eligibility for occupancy. I will provide all necessary information including source names, addresses, phone numbers, and account numbers where applicable and any other information required for expediting this process. I understand that my occupancy is contingent on meeting management’s resident selection criteria and any low-income housing program requirements.

In accordance with state and federal laws, I have been notified that an investigation may be made of the information I provided on this application together with information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to dispute the accuracy of information obtained from the entities I have disclosed above, and, upon written request, the right to a complete and accurate disclosure of any scope of this investigation and/or a written summary of my rights under the Fair Credit Reporting Act.

**All household members must sign below:**

_____	_____	_____	_____
<b>Head of Household Signature</b>	<b>Date</b>	<b>Other Adult Signature</b>	<b>Date</b>
_____	_____		
<b>Other Adult Signature</b>	<b>Date</b>		

**FOR MANAGEMENT USE**

Date received by Management: \_\_\_\_\_ Received by: \_\_\_\_\_

**WARNING:** “Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the \*\*Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).\*\*



DRAKE MANOR APARTMENTS  
200 W. Drake Street, Pomona, CA 91767  
Tenant Screening Criteria

**Fair Housing**

This property complies with the Federal Fair Housing Act, and as applicable, other Federal, State and Local law prohibiting discrimination in the lease or rental or in the use, occupancy or tenure of enjoyment of the property, or any part thereof on the basis of race, color, religion, sex (including gender, gender identity, gender expression, pregnancy, childbirth, and other related medical conditions), sexual orientation and identity, national origin/ancestry, age, disability, marital/familial status, veteran status, citizenship status, political activities or affiliations, medical condition, genetic information, persons with AIDS or AIDS related condition or any other consideration made unlawful by federal, state, or local laws or on the basis of their receipt of, eligibility for, housing assistance programs or on the basis that the resident have a minor child or children who will be residing with them or any other arbitrary basis.

**Auxiliary Aids to Ensure Effective Communication**

The property will seek to effectively communicate with applicants, residents, and members of the public who are individuals with handicaps or disabilities. The use of auxiliary aides will be implemented when necessary. The property asks for 7 days' notice if you require us to provide any auxiliary aids to ensure effective communication in any meeting, interview or appointment.

**Reasonable Accommodation/Modification Policy**

Drake Manor is committed to making the property readily accessible and usable by individuals with disabilities. This property will consider any request by or on behalf of a disabled resident or applicant for:

- a. A reasonable accommodation requesting a change in its rules or policies; or
- b. A reasonable modification relating to alteration of the common areas or an individual unit.

Any such request should be made in writing to the Property Manager. If it is not possible to make the request in writing, the Property Manager will assist the person making the request and provide the necessary information.

**Applications**

Each applicant over the age of 18 that will occupy the apartment must complete the application and sign the lease. Applications must be completed in full. Any application that is incomplete or containing untrue, incorrect, or misleading information will be rejected. Each applicant is evaluated based upon prior rental history and their ability to meet subsequent rental payment responsibilities. We may choose to accept or decline an applicant or seek additional information for approving eligibility.

**Income Limits**

Income limits are established for this property based on Area Median Income (AMI) levels for the applicable City/County as published annually by HUD and TCAC. Applicants being processed for residency at the property cannot exceed the applicable limit for their household size, percentage of AMI, and program restrictions for the unit for which they are being processed. Aggregate gross income, from all income and asset sources, must be below the applicable household income limit. Applicants exceeding the income limit are not eligible and will be rejected as being over-income. Income limits are subject to change annually.





### **Household Additions**

Residents may not add additional household members whose income will put the household's income over the 140% AMI threshold.

For the purpose of calculating real property taxes, the Property may receive welfare exemptions based on annual household income not to exceed the income amount designated annually by the County as the income limit for welfare exemptions adjusted for the household size, as defined by HUD. These welfare exemptions have a significant financial impact on the Property in which the Premises is located in that funds that would otherwise be used to pay property taxes can be used to operate and maintain the Property. The loss of a welfare exemption adversely impacts the well-being of the Property and directly or indirectly impacts all residents.

Unless specifically prohibited by applicable law, Resident's household income may not exceed the welfare exemption income limit designated by the County in which the Property is located so long as Resident resides at the Property.

### **Minimum Income Requirements**

Applicants must have a gross monthly income that is at least twice their monthly rent. For example, if monthly rent is \$900, the gross annual income should be at least \$21,600 (\$900 x 2 x 12 months). Failure to satisfy the minimum income to rent ratio is indicative of insufficient income to pay rent and all other household expenses. Savings and/or other sources of income may be considered in an effort to determine the applicant's ability to pay rent. Voucher applicants are exempt from the minimum income requirements.

### **Preferences**

The property has established the following preferences for selecting applicants when a unit becomes vacant:

1. If this property has vacant accessible units, a preference will be given to those on the accessible unit waiting list who require the design features of those units
2. A family in which each member, or whose sole member, is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster or otherwise formally recognized pursuant to federal disaster relief laws.

In the absence of any of the above preferences, applicants will be selected in order they are placed on the general waitlist by the appropriate household size and income level.

### **Occupancy Limits**

The affordable housing programs that govern this property have set a minimum and maximum number of persons per unit size as shown below.

<u>Unit Type</u>	<u>Minimum Number of People</u>	<u>Maximum Number of People</u>
One-Bedroom	1	3

### **Verifying the Need for Accessible Units**

When an applicant requests an accessible unit or a unit preference the Management Company will conduct inquiries to determine the accessibility amenities that will accommodate the resident's verified disability. Residents will be matched to an available unit that best meets their



specific accommodation requirements in rank order with an adjustment required for those of the highest level of need as determined by the management company.

### **Accepting and Selecting Applicants**

Applications and/or Pre-applications are available at the manager's office when either or both general and accessible unit waitlists are open. The application/pre-application will determine whether the applicant will be placed on the general or accessible unit waitlist.

When management receives the application/pre-application, it will be date and time stamped. Management will review the application/pre-application to make sure the applicant appears to qualify under the program regulations then will either accept or reject the application/pre-application. If the application/pre-application is accepted, management will log the pre-application according to the date and time received on the waitlist. The application/pre-application will be securely filed at the property. If the application/pre-application is rejected, a letter with the reason for rejection, along with the right to appeal the rejection will be sent to the applicant.

Once the applicant is contacted for the eligibility interview, if the applicant has not done so already, the applicant will need to submit a complete application.

### **Waitlist**

When no units are available, applicants will be placed on a property's waitlist. The general waitlist is maintained by unit size and/or program type. The accessible waitlist is maintained by accessible features, unit size, and/or program type.

Applicants that have rejected an offered unit two times may be removed from either waitlist. Applicants are allowed up to twenty four business (24) hours to accept an offered unit. The management company may maintain a general waitlist and an accessible waitlist when there are applicants waiting for housing at the property. All applicants placed on either waitlist must have a completed application/pre-application on file. Each waitlist is maintained in accordance with company policy and is updated on by the management staff at least annually. Failure to reply to biannual update inquires, refusal of the allowed number of units, and/or failure to verify the claimed need for an accessible unit may result in removal from the waitlist.

### **Selecting Applications**

Once the applicant is contacted for the eligibility interview, if the applicant has not done so already, the applicant will need to submit a completed application. The application must be filled out completely and returned in the manner indicated in the application packet. When management receives the application, Management will review the application to make sure the applicant qualifies under the program regulations then will either accept or reject the application. If the application is rejected, a letter with the reason for rejection, along with the right to appeal the rejection will be sent to the applicant.

### **Unit Transfer**

Unit Transfers are approved within the project for existing tenants for the following reasons:

- × Disability-Related Medical Reasons: These transfers take priority over all other transfers.
- × Over-Occupancy
- × Under-Occupancy
- × Accessible Unit Non-Utilization



- × Emergency transfers for victims of domestic violence, dating violence, sexual assault, or stalking.

Tenants in need of transfers must place their names on the in-house transfer waiting list, and will be accommodated first by priority and then on a first-come, first-served basis. Residents that reject two offered transfers will be removed from the transfer waiting list.

Residents that are mandated to transfer due to overcrowded or underutilizing a unit will be required to transfer to the first available unit of appropriate size in accordance with the lease and program requirements.

Resident may also be required to transfer if they are occupying an accessible unit, but do not need the features of such a unit and another eligible resident or applicant on the accessible waitlist requires the special design features of the unit. Resident must agree and execute the “Accessible Unit Agreement” upon moving into an accessible unit if they do not need the features of such a unit.

More information is available in the Unit Transfer Policy.

### **100% Non-Smoking Housing**

This is a non-smoking property. Smoking of any kind, including e-cigarettes, is prohibited inside the apartment units, including the balconies and patios, and in all indoor and outdoor common areas up to the property line. Residents are responsible for ensuring that family members, guests and invitees also comply with this rule.

### **Landlord Reference Checks**

Current and previous landlord checks will be performed on all applicants to obtain information on the applicant’s rental history. Negative comments regarding an applicant’s current or previous tenancy may be cause for rejection of the application. Negative comments can include evictions, chronic late payments of rent, or material violations of the lease for which warning letters or notices to comply or quit may have been served. Notification of disruptive or dangerous behavior, including disturbance of neighbors, destruction of property, and/or criminal activities that threaten the health, safety, and right to peaceful enjoyment of the property by other residents, or the health and safety of the owner, employees, contractors, subcontractors, or agents of the owner may be considered as cause of rejection. Consideration will be given to applicants that do not have a recent rental history and a landlord check may not be feasible.

### **Home Visits**

A home visit will be performed on all applicants living within a reasonable distance (reasonable distance is defined as within fifteen miles of any TSA-managed property). Negative comments regarding the applicant’s home visit report may be cause for rejection of the application. Applicants whose residences are damaged, unkempt, or unsanitary may be rejected. Observed living conditions to be deemed as cause for rejection may include, but are not limited to, evidence of damage(s), an overly large accumulation of debris or materials throughout the residence that may constitute a safety or fire hazard, great numbers of dishes that have not been cleaned for a long period of time, remains of rotten or molding food; signs of rodent infestation, and/or an overall general lack of sanitary cleaning in bathrooms and kitchen. Home visits will not be conducted for those that are homeless or residing in a shelter.

### **Acceptable Credit/ Credit Worthiness**

Credit reports will be run on all applicants age 18 and older. A credit report that indicates a bankruptcy within the last 5 years, judgments, liens, collections or charge-off accounts totaling \$2,000 or more, or one apartment-related collection will be considered unacceptable and may be

the basis for applicant rejection. Debt related to student or medical debts will not be counted toward the \$2,000 threshold.

### **Eviction Search**

An eviction search that reveals an eviction will be the basis for applicant rejection. Special importance is placed on landlord reference checks that indicate rental payments were made in a timely fashion and the rental units were well maintained. The nature of the eviction will be considered when looking at the basis of rejection. The applicant will have the opportunity to explain the situation and the cause of the eviction to understand what circumstances have changed since the eviction.

### **Criminal Background Check**

We will not tolerate criminal activity on or around the complex. We will conduct criminal background checks on all prospective applications including live-in attendants. Past criminal activity may be grounds for rejection. It is this property's policy not to accept prospective residents who have been convicted of any felony and/or certain misdemeanors including, but not limited to, drug related convictions burglary, robbery, larceny, destruction of property, assault, fighting or physical violence.

### **Violence Against Women Act (VAWA)**

The Violence Against Women Act (VAWA) provides protections to applicants and tenants (or program participants, which is the term used under some covered housing programs) who are or have been victims of domestic violence, dating violence, sexual assault, or stalking (collectively 'domestic violence'). VAWA protects applicants and tenants from being evicted, being denied housing assistance, or terminated from housing assistance based on acts of domestic violence against them. Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, sexual orientation, disability or age.

Applicants and residents may certify their status as victims of domestic violence by using the optional HUD Form-91066, Certification of Domestic Violence or provide alternate third party documentation such as:

- 1) A record of a Federal, State, tribal, territorial, or local law enforcement agency (e.g. police), court, or administrative agency; or
- 2) Documentation signed by the Victim and signed by an employee, agent or volunteer of a victim service provider, an attorney, a medical professional, or a mental health professional from whom the Victim has sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, in which the professional attests under penalty of perjury (28 U.S.C. 1746) that he or she believes that the incident of domestic violence, dating violence, sexual assault, or stalking is grounds for protection.

### **Rejected or Ineligible Applicants and Appeals**

Any applicant that is rejected or found to be ineligible shall be notified in writing of the reason for the rejection or ineligibility. The rejection notice shall provide a 14-day period during which the applicant may contact management and appeal the decision and/or provide additional information that may alter the initial determination. Applicants that are denied and wish to appeal the denial are encouraged to provide all relevant documentation with their letter of appeal so that the appeal can be reviewed quickly and accurately. All appeals must be in writing. Accommodations will be made for those unable to provide an appeal in writing.

## **Full Time Students**

A household that is comprised entirely of full time students is generally not eligible; however there are exceptions under the Section 42 regulations. The full time student status must be checked for all adult household members.

## **Live-In Aides**

A live-in aide is a person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities, and who: Is determined to be essential to the care and well-being of the person(s); is not obligated for the financial support of the person(s); and would not be living in the unit except to provide the necessary supportive services. Live-in Aides must be approved prior to admittance to the property. This approval process includes: Verification of need, criminal check, eviction check, landlord reference, and signed live-in aide agreement.

## **Ineligibility**

Households may be ineligible for occupancy for various reasons including, but not limited to, the following:

- a) A negative landlord or other reference, encompassing failure to comply with the terms of a lease, poor payment history, a history of maintaining the rental unit in an unsafe and/or unsanitary condition or eviction for cause;
- b) Failure to present all applicants during the interview with the Community Manager;
- c) A negative credit report as set out above;
- d) Falsification of any information contained on the application;
- e) A criminal history as set forth above;
- f) Household size that does not conform to the stated minimum and maximum sizes as described above;
- g) Blatant disrespect, disruptive or anti-social behavior, or demonstrable history of such behavior, towards management, the property, or other residents exhibited by an applicant or Household member or friend any time prior to move-in;
- h) Income exceeding maximum limits or not meeting the minimum income limits on initial occupancy based on unit designations;
- i) Other cause, including, but not limited to, failure to meet any of the selection criteria in this document;
- j) Misrepresentation of any information related to eligibility, allowance, household composition or rent.

## **Continuing Program Requirements**

### **1. Annual Income Recertification**

- a. In the case a property is not 100% Low Income Tax Credit, Management is required to conduct a recertification of family income and composition at least annually, and must then re-compute household rents and assistance payments, if applicable, based on the information gathered.
- b. Households will be given notice of recertification at least 120 days in advance of the effective date.
- c. In addition to supplying information requested by management, tenants must sign consent forms and asset declaration forms, and the housing provider must obtain 3<sup>rd</sup> party verifications of the all household income, assets and other factors that determine adjusted income and document them in the tenant files.

- d. Management has the authority to require a criminal background check on current tenants at recertification. Please be advised this property has not elected to perform annual criminal background checks but reserves the right to do so. Applicants would be advised by a revised Tenant Selection Plan (TSP) if this policy changes.

## **2. Interim Recertification**

Households are required to supply information requested by the landlord or CTCAC for use in an interim recertification of family income and/or family composition in accordance with CTCAC requirements. All tenants must notify management when:

- a. A family member moves out of the unit; or
- b. The household proposes to move a new member into the unit.
- c. These changes must be reported to management within 10 days of these events.

## **3. Other Continuing Program Requirements**

Other continuing program requirements will be explained to all residents upon move-in and annually at recertification or as the program requirements occur.