



Dear Applicant:

Thank you for your interest in our properties at Bluestem Communities. Kidron, Inc. and Hickory Homes are both income-based apartment complexes. Both properties require you to be 62 years or older or mobility impaired. Kidron Inc. is located on the campus of Kidron Bethel Village retirement community and Hickory Homes is located on the campus of Schowalter Villa retirement community. Both Kidron Bethel and Schowalter Villa campuses are tobacco-free properties. Small household pets are allowed; a pet deposit is required. Enclosed are the application you requested, the tenant selection plan and floor plans. Please read the tenant selection plan before completing the application.

Please complete the application as accurately and thoroughly as possible. The financial information you provide will be used to determine an estimated rent amount and prequalify you for eligibility. The maximum income limits at Kidron Inc., effective 04/01/2018, are \$24,300 for a single person; \$27,800 for two persons. The maximum income limits at Hickory Homes, effective 04/17/2018, are \$38,850 for a single person; \$44,400 for two persons.

Your income must be calculated from all sources (Social Security, pensions, employment or self-employment, earnings from savings and investments, life insurance cash value, and real estate) and not exceed the limits. To calculate an estimated rent, the medical expenses you pay out of your pocket are deducted from your gross income, and the net divided by 12 to determine your monthly net income. Approximately 30% of the net is the estimated monthly rent. This amount could change, based on third-party verification of your income and medical expenses, which is required after you accept of an offer of an apartment.

If you have questions as you complete the application, please call me. You may mail the application or deliver it in person. If you wish to visit with me or see an apartment, please call in advance to make an appointment. Once your application is processed, you will receive written notification of the approval or rejection of your application. If approved, your name will be added to the waiting list. Thank you.

Sincerely,

Rebecca McCoskey  
Property Manager at Kidron, Inc./Hickory Homes

Kidron, Inc. 500 W. Bluestem, North Newton KS 67117  
316-284-2900 Fax: 316-284-0173 [www.kidronbethel.org](http://www.kidronbethel.org)

Hickory Homes 175 W. Hickory, Hesston KS 67062  
620-327-3790 Fax: 620-327-3793 [www.svilla.org](http://www.svilla.org)



We Do Business in Accordance With the Federal Fair  
Housing Law  
(The Fair Housing Amendments Act of 1988)

# APPLICATION FOR RESIDENCY

To be completed by office staff:

Date Rec'd \_\_\_\_\_ Time Rec'd \_\_\_\_\_  
 Staff member receiving application \_\_\_\_\_

**Kidron, Inc.**  
**3001 Ivy Drive**  
**North Newton, KS 67117**  
**Phone: (316)284-2900**  
**FAX: (316)836-4250**

**Hickory Homes, Inc.**  
**175 W Hickory St**  
**Hesston KS 67062**  
**Phone: (620)327-3790**  
**Fax: (620)327-3793**

Full Name \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Household Composition & Characteristics (list each member of household beginning with head of household)

Member's Name	Relationship to Head (Spouse, Co-Head, Child, Other)	Date of Birth	United States Citizen or National	Sex	Social Security #
1.	HEAD		Yes or No		
2.			Yes or No		
3.			Yes or No		
4.			Yes or No		

\*\*All applicant and applicant household members must disclose and provide verification of the complete and accurate SSN assigned to them except for those individuals who do not contend eligible immigration status or tenants who were age 62 or older as of January 31, 2010, and whose initial determination of eligibility was begun before January 31, 2010.

### Placement Preference

\_\_\_\_\_ Hickory Homes only      \_\_\_\_\_ Kidron Inc. only      \_\_\_\_\_ Either Property

Main Building: \_\_\_\_\_ 1 bedroom (for 1 or 2 persons)      \_\_\_\_\_ 2 bedrooms (for 2-4 persons) Kidron, Inc. only      \_\_\_\_\_ mobility impaired (For persons w/severe mobility, not limited to those 62+)

4-Plex: \_\_\_\_\_ 1 bedroom (for 1 or 2 persons)

Do you have a pet(s)?    Yes    No    If yes, how many? \_\_\_\_\_

**Residential History**  
**(Past 5 years)**

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Property Name

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Address

Phone Number

Dates Rented/From: \_\_\_\_\_ To: \_\_\_\_\_

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Property Name

---

Address

Phone Number

Dates Rented/From: \_\_\_\_\_ To: \_\_\_\_\_

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Property Name

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Address

Phone Number

Dates Rented/From: \_\_\_\_\_ To: \_\_\_\_\_

**Credit References**

(licensed business owners, accredited professionals or employee of accredited education facility, 6 months paid utility bills)

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Name

---

Address

Phone Number

---

Name

---

Address

Phone Number

**Character References**

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Name

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Address

Home & Work Phone Numbers

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Name

---

Address

Home & Work Phone Numbers

## General Questionnaire

1. Have you or any members of your household ever been evicted from a rental property? Yes No

If yes, Property/Landlord Name: \_\_\_\_\_ City/State \_\_\_\_\_

2. Are you or any members of your household currently receiving assistance from HUD? Yes No

If yes, Property/Landlord Name: \_\_\_\_\_ City/State \_\_\_\_\_

3. Have you ever been convicted of a criminal offense: Yes No

If yes, Offense: \_\_\_\_\_ City/State \_\_\_\_\_

4. Have you or any members of your household been evicted in the last three years from federally assisted housing for drug-related criminal activity? Yes No

If yes, Property/Landlord Name: \_\_\_\_\_ City/Sate \_\_\_\_\_

5. Are you or any members of your household currently using an illegal substance or drug? Yes No

6. Are you or any members of your household subject to the State lifetime sexual offender registration in any state? Yes No

If yes, list the State where the offense occurred: \_\_\_\_\_

7. Will the apartment for which you are applying be the family's only residence? Yes No

8. Do you or any members of your household need an accessible unit? Yes No

9. Are any members of the household enrolled as a student at an institution of higher education as defined under section 102 of the Higher Education Act of 1965 (20 U.S.C. 1002)? Yes No

10. Does someone other than you administer your finances and/or obligations? Yes No

Name \_\_\_\_\_ Home & Work Phone \_\_\_\_\_

This person is: \_\_\_\_\_ Guardian \_\_\_\_\_ Trust Officer \_\_\_\_\_ Power of Attorney \_\_\_\_\_ Attorney  
\_\_\_\_\_ Durable Power of Attorney \_\_\_\_\_ Relative \_\_\_\_\_ Other

Additional pertinent information you wish included in your records \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Miscellaneous

How did you first hear about us.? \_\_\_\_\_

\_\_\_\_\_

What most influenced your decision to apply to Hickory Homes / Kidron, Inc.? \_\_\_\_\_

\_\_\_\_\_

**FINANCIAL QUESTIONNAIRE:****Current Balance****Interest Rate****Penalties****ASSETS:**

Checking	\$ _____	_____ %	
Savings Account(s)	\$ _____	_____ %	
Certificates of Deposit	\$ _____	_____ %	\$ _____
IRA(s)	\$ _____	_____ %	\$ _____

**Cash Value****Disposal Costs**

Stocks and Bonds	\$ _____		\$ _____
Funds in Trust	\$ _____		\$ _____
Real Estate-Land/House	\$ _____		\$ _____
Whole Life Insurance	\$ _____		\$ _____
Other Assets (explain) _____	\$ _____		\$ _____
Other Assets (explain) _____	\$ _____		\$ _____

**LIABILITIES:**

Home Mortgage (remaining balance)	\$ _____
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**INCOME:****Monthly  
(Head)****Monthly  
(Co-Head)****Monthly  
(Other Members)**

Social Security (before Medicare deduction)	\$ _____	\$ _____	\$ _____
Private Pension(s)	\$ _____	\$ _____	\$ _____
Annuities	\$ _____	\$ _____	\$ _____
Interest Income(s) from Stocks and Bonds	\$ _____	\$ _____	\$ _____
Trust Fund Income(s)	\$ _____	\$ _____	\$ _____
Employment	\$ _____	\$ _____	\$ _____
Rent Income(s)	\$ _____	\$ _____	\$ _____
Other (explain) _____	\$ _____	\$ _____	\$ _____

**MEDICAL EXPENSES:****Monthly  
(Head)****Monthly  
(Co-Head)****Monthly  
(Other Members)**

Medicare premiums	\$ _____	\$ _____	\$ _____
Other medical insurance premiums	\$ _____	\$ _____	\$ _____
Prescription medications	\$ _____	\$ _____	\$ _____
Over-the-counter medications (prescribed)	\$ _____	\$ _____	\$ _____
Physician, dental, healthcare professionals (scheduled payment plan only)	\$ _____	\$ _____	\$ _____
On-going (not one-time): hearing aid batteries, incontinence supplies	\$ _____	\$ _____	\$ _____

<b>Applicant must be able to provide documentation to verify all of the above medical expenses.</b>
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**PENALTIES FOR MISUSING THIS CONSENT:** 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 uses 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 request, 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(1) (6), (7) and (8). Violations of these provisions are cited as violations of 42 U.S.C. 408(a) (6), (7) and (8).

This application must be signed by all adults who will occupy the apartment before it can be considered. In compliance with the FAIR CREDIT REPORTING ACT this notice is to inform you that the processing of this application includes but is not limited to making any inquiries deemed necessary to verify the accuracy of the information herein, including procuring consumer credit reporting agencies and obtaining credit information from other credit institutions. Additionally, I authorize all corporations, companies, landlords, law enforcement agencies, academic institutions, and current employers to release information they may have about me and release them from any liability and responsibility doing so.

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**Head of Household**

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**Date**

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**Spouse, Co-Head of Household**

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**Date**

This project does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. As required in the HUD Occupancy Handbook 4350.3 REV-1, all individuals with disabilities have the right to request reasonable accommodations. Reasonable accommodations are changes, exceptions, or adjustments to a program; take advantage of a service; live in a dwelling; or perform a job. To show that a requested accommodation may be necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability. Requests for Reasonable Accommodations should be brought to the attention of management.



**We Do Business in Accordance With the Federal Fair Housing Law**

(The Fair Housing Amendments Act of 1988)

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

**SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING**

This form is to be provided to each applicant for federally assisted housing

**Instructions: Optional Contact Person or Organization:** You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

<b>Applicant Name:</b>	
<b>Mailing Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>Name of Additional Contact Person or Organization:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>E-Mail Address (if applicable):</b>	
<b>Relationship to Applicant:</b>	
<b>Reason for Contact:</b> (Check all that apply)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
<b>Commitment of Housing Authority or Owner:</b> If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
<b>Legal Notification:</b> Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

Check this box if you choose not to provide the contact information.

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**Signature of Applicant**

**Date**

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

**Privacy Statement:** Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.

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<p style="text-align: center;"><b>BLUESTEM COMMUNITIES MANAGEMENT INC. TENANT SELECTION PLAN</b></p>
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**HICKORY HOMES**  
175 W. HICKORY STREET  
HESSTON, KS 67062  
PHONE: (620) 327-3790  
TDD/TTY: 1-800-766-3777  
FAX: 620-327-3793  
[rebeccam@bluestemks.org](mailto:rebeccam@bluestemks.org)

**KIDRON, INC.**  
500 W. BLUESTEM STREET  
NORTH NEWTON, KS 67117  
PHONE: (316) 284-2900  
TDD/TTY: 1-800-766-3777  
FAX: 316-284-0173  
[rebeccam@bluestemks.org](mailto:rebeccam@bluestemks.org)

The procedures used for selection of applicants/tenants shall be implemented in compliance with the Department of Housing and Urban Development (HUD) Handbook 4350.3, as amended, and all other applicable federal statutes and regulations. The tenant selection plan helps ensure residents are selected for occupancy in accordance with HUD requirements and established management policies. Applicants seeking rental assistance at Kidron, Inc. or Hickory Homes must meet the following eligibility requirements:

**ELDERLY FAMILY:** Elderly family means a family whose head or spouse or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62 years of age or older living together, or one or more persons who are at least 62 years of age living with one or more live-in aids.

**DISABLED FAMILY:** A disabled family is a family whose head, spouse or sole member is a person with physical disabilities. It may include two or more persons with physical disabilities living together, or one or more persons with physical disabilities living with one or more approved live-in aides.

\*To qualify for the Hickory Homes and Kidron, Inc. designated apartments for persons with severe mobility impairment, one adult member of the household must have severe mobility impairment requiring the wheelchair design features of the designated apartments.

### **Assistance Definition**

#### **Rental Assistance**

The rent that a household pays is based upon the gross household income. The rent paid by tenants may vary by tenant. Rental assistance is made available through participation in one of two programs:

- The HUD Section 8 program
- The HUD Section 202 program





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## **Policies to Comply With Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act Amendments of 1988 and Other Relevant Civil Rights Laws and Statutes**

### **Fair Housing**

Title VIII - The Fair Housing Act prohibits discrimination in housing and housing-related transactions based on race, color, religion, sex, national origin, disability, and familial status.

The owner/agent complies with specific accessibility requirements that apply to the design and construction of new multi-family housing. In addition, owner/agent will make reasonable accommodations and/or modifications to afford disabled persons equal opportunity to use and enjoy a dwelling.

### **Title VI of the Civil Rights Act of 1964**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in any program or activity receiving federal financial assistance from HUD.

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance. Although Section 504 often overlaps with the disability-discrimination prohibitions of the Fair Housing Act, it differs in that it also imposes broader affirmative obligations on owner/agents to make their programs, as a whole, accessible to persons with disabilities. These obligations include the following:

- 1) Making and paying for reasonable structural modifications to units and/or common areas that are needed by applicants and tenants with disabilities, unless these modifications would change the fundamental nature of the property or result in undue financial and administrative burdens;
- 2) Operating housing that is not segregated based upon disability or type of disability, unless authorized by federal statute or executive order;
- 3) Providing auxiliary aids and services necessary for effective communication; performing a self-evaluation of the program and policies to ensure that they do not discriminate based on disability and developing a transition plan to ensure that structural changes are properly implemented to meet program-accessibility requirements; and
- 4) Operating programs in the most integrated setting appropriate to the needs of qualified individuals with disabilities.

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## Requests for Reasonable Accommodation or Modification

The owner/agent will seek to identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504, the owner/agent will make reasonable accommodations or modifications for individuals with handicaps or disabilities (applicants or tenants) unless these modifications would change the fundamental nature of the property or result in undue financial and/or administrative burden.

## Violence Against Women and Justice Department Reauthorization Act of 2005

The Violence Against Women and Department of Justice Reauthorization Act of 2005 (Public Law 109-162, 109-271) protects victims of domestic violence, dating violence or stalking, as well as their immediate family members generally, from being evicted or being denied housing assistance if an incident of violence is reported and confirmed. An applicant's or program participant's status as a victim of dating violence, domestic violence, sexual assault, or stalking is not a basis for denial of rental assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.

The VAWA protections pertain to families applying for or receiving rental assistance payments under the project-based Section 8 program. The VAWA also provides that an incident of actual or threatened dating violence, domestic violence, sexual assault, or stalking does not qualify as a serious or repeated violation of the lease nor does it constitute good cause for terminating the assistance, tenancy, or occupancy rights of the victim. Furthermore, criminal activity directly relating to dating violence, domestic violence, sexual assault, or stalking is not grounds for terminating the victim's tenancy. Owner/ Agents may bifurcate a lease in order to evict, remove, or terminate the assistance of the offender while allowing the victim, who is a tenant or lawful occupant, to remain in the unit.

Additional information regarding certification and verification of dating violence, domestic violence, sexual assault, or stalking can be found in **Appendix A**.

## Eligibility Requirements

### Program Eligibility

Based on Federal Regulations, the owner/agent may not admit ineligible applicants. In the selection of applicants for admission, Eligibility Criteria have been established in accordance with HUD guidelines. **All information reported by the household is subject to verification.** All applicants will be screened carefully and the following eligibility standards will be applied:

- 1) The household's annual income must not exceed program income limits established by HUD for Hickory Homes or Kidron, Inc.
- 2) Applicants must disclose social security numbers for all household members and provide proof of the numbers reported (See exception in **Appendix B**).

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- 3) All adults in each applicant household must sign an Authorization for Release of Information prior to receiving assistance, and annually thereafter.
  - 4) The unit for which the household is applying must be the household's only residence.
  - 5) An applicant must agree to pay the rent required by the program under which the applicant will receive assistance.
  - 6) Only U.S. citizens or eligible non-citizens may receive assistance under Section 8, Section 236, Rent Supplement, Rental Assistance Payment (RAP), and Section 202/8 programs.
  - 7) The household size must be appropriate for the available units.
  - 8) All information reported by the household is subject to verification.

### **Disclosure and Certification of Social Security Number**

All applicant and tenant household members must disclose and provide verification of the complete and accurate SSN assigned to them except for those individuals who do not contend eligible immigration status or tenants who were age 62 or older as of January 31, 2010, and whose initial determination of eligibility was begun before January 31, 2010. **Appendix B** includes additional information regarding submission of proof of social security numbers.

### **Citizenship/Immigration Status Requirements**

Applicants are required to declare U.S. Citizenship or submit evidence of eligible immigration status for each household member when seeking housing assistance.

The owner/agent is required to obtain the following information:

- 1) List of all household members who will reside in the assisted unit
- 2) Citizenship Declaration (Each household member listed on the Household Summary Sheet must complete)
- 3) Forms and/or evidence of citizen/immigration status

If you have any questions or difficulty in completing the described items or determining the type of documentation required, please contact the management office. If you are unable to provide the required documentation described above, you should immediately contact this office and request an extension. Failure to provide this information could be reason to deny your application for assistance and/or tenancy.

If a unit is available, the household has come to the top of the waiting list, and at least one member of the household has submitted the required documentation in a timely manner and has been determined to be eligible, the owner/agent will offer the household a unit, providing subsidy to those household members whose documents were received on time. If any household member is determined to be an ineligible non-citizen, either at application or after move-in, assistance may be prorated or terminated. Additional information regarding submission and verification of proof of citizenship status or eligible non-citizen status can be found in **Appendix C**.

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## Single Residence/Subsidy Criteria

Assisted tenants must have only one residence and receive assistance only in that unit. A household is eligible for assistance only if the unit will be the household's only residence. This rule is meant to ensure that the government pays assistance for only one unit for a household and provides assistance to as many eligible households as possible with available funding.

The owner/agent will not knowingly provide assistance to applicants who will maintain a residence in addition to the HUD-Assisted Unit. This does not prevent a person who is currently receiving assistance from applying for assistance to this property.

Tenants can only receive subsidy for one unit on any given day. If, for any reason, a tenant moves in to this property before moving out of another subsidized unit, the new tenant will be required to pay market rent until the move out from the previous property is complete. The assisted tenancy in the unit being vacated must end the day before the subsidy begins in the new unit.

**Applicants MUST disclose if they are currently living in another property and receiving assistance.** Failure to do so may result in denial of approved tenancy or denial of subsidy for one of the units for the period that dual assistance was provided. Tenant/applicant will then be required to pay the market/unassisted rent for that period.

Upon determination of eligibility, the owner/agent will use the Existing Tenant Report in HUD's Enterprise Income Verification System to determine if the applicant or any member of the applicant's household may be receiving HUD assistance.  
See **Appendix D**.

### Eligibility of Students (Other than K through 12)

#### **Eligibility of Students Enrolled at an Institute for Higher Education for Assisted Housing under Section 8 of the US Housing Act of 1937**

A student enrolled in an Institute of Higher Education as defined by the Higher Education Act of 1965-Amended 1998 will be deemed eligible for assistance if the student meets all other eligibility requirements, passes screening criteria and is:

- 1) Living with parents/guardian, or
- 2) Disabled and was receiving assistance as of November 30, 2005, or
- 3) Over 23 years of age, or
- 4) A veteran, or
- 5) Married, or
- 6) Has a dependent child, or
- 7) Can prove independence of parents including providing certification that the parents did not claim the student on the most recent tax return, or
- 8) Has parents who are income eligible for the Section 8 program.

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Any financial assistance, in excess of amounts received for tuition, that an individual receives under the Higher Education Act of 1965 from private sources or an institution of higher education (as defined under the Higher Education Act of 1965) shall be considered income to that individual. There are two exceptions to this income calculation requirement.

No financial assistance that an individual receives under the Higher Education Act of 1965 from private sources or an institution of higher education (as defined under the Higher Education Act of 1965) shall be considered income if the student is:

- 1) Living with his/her parents/guardian or
- 2) A person over the age of 23 with dependent children

### **Independent Student**

To be classified as an independent student for Title IV aid, a student must meet one or more of the following criteria:

- 1) Be at least 24 years old by December 31 of the award year for which aid is sought
- 2) Be an orphan or a ward of the court through the age of 18
- 3) Be a veteran of the U.S. Armed Forces
- 4) Have legal dependents other than a spouse (for example, dependent children or an elderly dependent parent)
- 5) Be a graduate or professional student
- 6) Be married

### **Household/Resident Type**

This property is set aside to serve people who are Elderly (62 years and older) **or** Disabled Individuals and Families (Elderly or Non-Elderly) who require accessible features of a unit.

### **Income Limits**

Income limits vary by household size. The owner/agent will provide applicants a copy of the income limits for the property area upon request. In addition, applicants can review the income limits by going to the following web site: <http://www.huduser.org/datasets/il.html>

HUD requires that property managers incorporate the most recently published income limits when determining eligibility. Income limits are updated annually (usually around February).

For the Hickory Homes property, qualified applicant households meet the following income limit requirements:

	<b>Subsidy</b>	<b>Type of Income Limit</b>
<input checked="" type="checkbox"/>	Section 8 (pre-1981)	Low, very low, and extremely low-income limit

For the Kidron, Inc. property, qualified applicant households meet the following income limit requirements:

	<b>Subsidy</b>	<b>Type of Income Limit</b>
<input checked="" type="checkbox"/>	Section 8 (1981 or after)	Very low, and extremely low-income limit

### **Occupancy Standards**

Occupancy standards serve to prevent the over or underutilization of units that can result in an inefficient use of housing assistance. Occupancy standards also ensure that tenants are treated fairly and consistently and receive adequate housing space.

Below, please find the Hickory Homes property's occupancy standards description:

Number of Bedrooms	Min. # Household Members	Max. # Household Members
1	1	2

Below, please find the Kidron, Inc. property's occupancy standards description:

Number of Bedrooms	Min. # Household Members	Max. # Household Members
1	1	2
2	2	4

Any household placed in a unit size different from that defined in the above Occupancy Standards shall agree to transfer to an appropriate size unit when one becomes available (Applies to Kidron, Inc. See House Rules).

### **Procedures for Taking Applications & Opening and Closing the Waiting list**

It is the owner/agent's policy to accept and process applications in accordance with HUD Handbook 4350.3 and Regulations when applicable. All applications can be submitted on site at the property or by mail. Applications must be completed in full and signed in order to be accepted. An incomplete application will be returned via First Class Mail.

All communications with applicants will be by:

- First-class mail
- Phone
- In person
- By fax



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## **Opening and Closing Waiting lists**

In order to maintain a balanced application pool, the owner/agent may, at its discretion, restrict application taking, suspend application taking, and close waiting lists in whole or in part. Owner/agent will use a 12-month waiting period to determine whether the waiting list may be closed. If the owner/agent has sufficient applications, they may elect to close the waiting list completely. Decisions about closing and opening the waiting list will be based on the number of applications available for a particular size and type of unit and the ability of owner/agent to house an applicant in an appropriate unit within a reasonable period of time.

When the owner/agent decides to no longer accept applications, the owner/ agent will publish a notice in a local publication to address potential applicants. The notice will inform interested parties who want to submit applications that the waiting list is closed and applications will not be considered. Any applications submitted will not be reviewed and will be returned via first class mail to the head of household indicated on the application.

During the period when the waiting list is closed, the owner/agent will not maintain a list of individuals who wish to be notified when the waiting list is reopened.

When the owner/ agent decides to reopen the waiting list and accept applications again the owner/ agent will publish a notice in the same local publication notifying potential applicants of the properties' procedure for accepting and processing applications.

## **Privacy Policy**

It is the policy of the owner/agent 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 owner/agent.

Therefore, neither the property owner nor its agents shall disclose any personal information contained in its records to any person or agency unless the individual about whom information is requested gives written consent to such disclosure.

This Privacy Policy in no way limits the owner/agent's ability to collect such information 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 on handicap or disability will be treated in a confidential manner.

## **Verification**

The owner/agent shall obtain verifications in compliance with requirements set forth in the HUD Handbook 4350.3. After the preliminary eligibility determination, no decision to accept or reject an application shall be made until information provided on the

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application form and during subsequent interviews has been collected and any necessary follow-up interviews have been performed.

All information relative to the following items must be verified as described in these procedures:

**Information to be Verified** - The following information will be verified:

- 1) Eligibility for Admission, such as
  - a) Income
  - b) Assets and asset income
  - c) Identification
  - d) Age
  - e) Household composition
  - f) Social Security Numbers
  - g) Citizenship and/or legal status
  - h) Student status
  - i) Residency/Current status as a HUD recipient
  - j) Disability
- 2) Allowances, such as
  - a) Age
  - b) Disability
  - c) Full-time student status
  - d) Child-care expenses
  - e) Disability-assistance expenses
  - f) Medical expenses (for elderly/disabled households only)
- 3) Preferences, such as
  - a) Government Displacement
  - b) Existing Resident
  - c) Availability of Deeper Subsidy
- 4) Compliance with Resident Screening Guidelines, such as
  - a) Criminal history
  - b) Credit/Financial history
  - c) Rental/Residence history
- 5) Special Program Requirements, such as
  - a) Age
  - b) Disability
- 6) The Need for an Accessible Unit

**Methods of Verification** - Verifications will be attempted in the following order:

- 1) Review of applicable documents, which may be Applicant/Tenant-provided third-party documents. Owner/agent will determine if a document is current, complete, and unaltered;
- 2) Written documentation sent directly by the third-party source by mail or electronically by fax, email or internet;
- 3) Oral documentation by third-party source;
- 4) In the absence of any of the above, affidavits from the household.



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Each file will be documented to show that staff attempted to obtain third-party verification before relying on some less acceptable form of information.

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

- 1) Any member of the applicant household
- 2) Present and former housing providers/landlords
- 3) Present and former employers
- 4) Banks
- 5) Insurance Companies
- 6) Any Asset Manager
- 7) Family members
- 8) Any person or organization providing gifts/regular contributions to the household
- 9) Credit Screening providers
- 10) Criminal Screening providers
- 11) Eviction Screening providers
- 12) Social workers/Parole Officers
- 13) Court records
- 14) Drug Treatment Centers
- 15) Health Providers
- 16) Physicians
- 17) Clergy
- 18) Department of Homeland Security (DHS)
- 19) Enterprise Income Verification (EIV)
- 20) The IRS
- 21) The Social Security Administration
- 22) The Department of Health and Human Services (HHS)
- 23) Medicare/Medicaid
- 24) Any federal/local benefit providers
- 25) Pharmacies
- 26) Local and non-local law enforcement
- 27) Automated criminal databases
- 28) Sexual Offenders registries when available
- 29) The world wide web (internet)

### **Period for Verification**

Only verified information that is less than 120 days old may be used for verification or recertification. Verified information not subject to change (such as a person's date of birth) will not be re-verified.

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## **Consent and Verification Forms**

All adult members of a household must sign consent forms and, as necessary, verification documents, so that the owner/agent can verify eligibility and screening criteria. Consent and verification forms protect the rights and privacy of tenants and applicants by allowing them to have control over any information collected about them.

Each household member age 18 and older and each household head and spouse, regardless of age, must sign the following forms regardless of whether they report income:

- 1) HUD-9887, *Notice and Consent for the Release of Information to HUD and to a PHA*
- 2) HUD-9887-A, *Applicant's/Resident's Consent to the Release of Information Verification by Owners of Information Supplied by Individuals Who Apply for Housing Assistance*).

All adult members of an applicant or tenant household must also sign individual verification forms authorizing the owner/agent to verify household income and other applicable eligibility factors (e.g., disability status).

### **Provisions for Refusal to Sign**

If the applicant or any adult member of the applicant's household does not sign and submit the consent forms as required in 24 CFR 5.230, the owner/agent must deny assistance and tenancy.

### **Verifying the Need for an Accessible Unit**

When an applicant requests an accessible unit or a unit preference, the owner/agent will conduct inquiries to:

- 1) Verify that the applicant is qualified for the unit, which is only available to persons with a disability or to persons with a particular type of disability.
- 2) Verify that the applicant needs the features of the unit as an accommodation to his or her disability.
- 3) Verify that the applicant is qualified to receive a priority on the waiting list available to persons with a disability or to persons with a particular type of disability.

### **Misrepresentation**

Any information provided by the applicant that verification proves to be untrue may be used to disqualify the applicant for admission because of misrepresentation or attempted fraud.

*HUD defines fraud as "deceit or trickery deliberately practiced in order to gain some advantage dishonestly." Fraud is an intentional deception; it cannot be committed accidentally.*

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The owner/agent will not take any action to reduce or deny assistance based on inconsistent information received during the verification process until the owner/agent has independently investigated the information.

The owner/agent considers false information about the following to be grounds for rejecting an applicant:

- 1) Identity
- 2) Social Security Numbers/Information
- 3) Income
- 4) Assets/Income from Assets
- 5) Household composition
- 6) Disability
- 7) Birth date/Age
- 8) Citizenship, naturalization, and/or eligible immigration status
- 9) Eviction History
- 10) Criminal History
- 11) Sexual Offender Status
- 12) Eligibility for Preferences and priorities
- 13) Allowances
- 14) Current/previous residence history
- 15) Status as a Student

Unintentional errors that do not cause preferential treatment will not be used as a basis to reject applicants.

### **Determination of Applicant Eligibility**

Information needed to determine applicant eligibility shall be obtained, verified and the determination of applicant eligibility performed, in accordance with HUD and property eligibility requirements. If any household member has declared him/herself an eligible non-citizen, verification of non-citizen eligibility will begin within a reasonable timeframe after the owner/agent accepts the application.

### **Preliminary Determination of Eligibility**

The owner/agent will make a preliminary eligibility determination before putting a household on the waiting list or initiating final eligibility tasks. The owner/agent will review the application to ensure that there are no obvious factors that would make the applicant ineligible. If information on the application indicates that the applicant household does not meet the eligibility and/or screening requirements, the household will be rejected.

If a preliminary eligibility indicates that a household is eligible for tenancy, but units of appropriate size are not available, the owner/agent will place the household on the waiting list for the property and notify the household when a suitable unit becomes

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available. If an applicant is otherwise eligible but no appropriate size unit exists in the property, the owner/agent will reject the application.

### **Final Determination of Eligibility**

When a unit becomes available, all eligibility criteria, including the criteria described above, will be reviewed before a final eligibility determination is made. Being eligible, however, is not an entitlement to housing. Every applicant must meet Resident Screening Guidelines. The Applicant Screening criteria must be met in order for the owner/agent to offer a unit to the household.

### **Applicant Screening Criteria**

Screening is used to determine the applicant suitability as a resident based on:

- Past behavior
- Record of paying rent and other bills
- Record of complying with essential lease provisions
- Record of complying with government requirements

Screening is used to help ensure that households admitted to a property will abide by the terms of the lease, pay rent on time, take care of the property and unit, and allow all residents to peacefully enjoy their homes. Anyone who wishes to live on the property must be screened prior to moving in.

After move-in has occurred, any addition to the household must be approved by the owner/agent. The current screening guidelines in place at the time the new household member applies will be used to determine eligibility for admission.

Screening is performed in a manner that is reasonable, consistent, and complies with Fair Housing laws.

HUD has established standards that prohibit admission of:

- 1) Any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug-related criminal activity
- 2) A household in which any member is currently engaged in illegal use of drugs or for which the owner/agent 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
- 3) Any household member who is subject to any state sex offender registration requirement or has been subject to lifetime inclusion on any state sex offender registration.
- 4) 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,

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safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse

In addition to HUD requirements, the owner/agent has established a policy to reject all applications where the applicant or any household member has a criminal record, financial judgments, or past evictions.

### **Screening for Rental History**

Owner/Agent reviews rental history for the previous 5 years, contacting the applicable number of prior property owner/agents.

HUD provides the owner/agent with information about an applicant's current status as a HUD housing-assistance recipient. The owner/agent will use the Enterprise Income Verification System to determine if the applicant or any member of the applicant household is currently receiving HUD assistance. Nothing prohibits a HUD housing-assistance recipient from applying to this property. However, the applicant must move out of the current property and/or forfeit any voucher before HUD assistance on this property will begin (See Single Residence Criteria). Special consideration applies to some dependents where members of two (2) households share 50% custody.

If the applicant or any member of the applicant household fails to fully and accurately disclose rental history, the application may be denied based on the applicant's "misrepresentation" of information.

If any member of the applicant household has been evicted from any property, the applicant household will be rejected. Owner/agent reserves the right to review circumstances and determine whether an applicant may be approved.

The owner/agent will contact the prior property owner/agent (as indicated above) and inquire about the following information:

- 1) Adherence to the Lease & Community Policies
- 2) Rental Payment Performance
- 3) Unit Maintenance
- 4) Record of Disturbing Neighbors
- 5) Complaints

If information obtained is negative the applicant will be rejected. Negative responses include but are not limited to:

- 1) Failure to comply with the lease
- 2) Poor rental payment history (average more than (2) late payments per year, record of bounced checks, any outstanding balance)
- 3) Record of poor unit maintenance or extensive damage to the unit
- 4) Complaints from neighbors regarding actions that directly impact the peace and quiet comfort of others living in the community and/or record of actions that

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interfered with or prevented the previous landlord from effectively managing the property.

- 5) A current outstanding balance owed by any household member to a prior landlord

If no rental history is available, the owner/agent will accept (2) two references from licensed business owners, accredited professionals, an employee of an accredited education facility or verification of payment of utility bills for previous 6 months.

### **Rejecting Ineligible or Unqualified Applicants**

The owner/agent complies with applicant-rejection requirements set forth in the HUD Handbook 4350.3.

The owner/agent 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:

- 1) Failure to meet the HUD indicated eligibility requirements for the assistance program/property
- 2) Failure to meet the applicant screening requirements
- 3) No unit of the appropriate size exists on the property
- 4) Failure to provide social security information as described
- 5) Failure to provide proof of citizenship or eligible non-citizen status as described
- 6) Refusal to sign appropriate verification documents
- 7) Misrepresentation: Willful or serious misrepresentation at any stage in the application process for this government assisted dwelling unit
- 8) Fraud
- 9) Failure to respond to management inquiries for additional information during the application process
- 10) Failure to respond to management inquiries while on the waiting list
- 11) Inability to contact the applicant via US Mail (letters undeliverable or returned) and/or by phone (number disconnected or changed)
- 12) Record of eviction from any property
- 13) Past 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 pets, or other acts in violation of rules and regulations.
- 14) Owing prior landlords: Applicants who owe a balance to present or prior landlords will not be considered for admission
- 15) Record of disturbance of neighbors, destruction of property or other disruptive or dangerous behavior during tenancy: Includes 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 household resides; or which is disturbing or dangerous to neighbors or disrupts sound family and community life.

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- 16) Record of violent behavior: Includes evidence of acts of violence or of any other conduct, which would constitute a danger or disruption to the peaceful occupancy of neighbors.

### **Rejection Notices**

The Owner/Agent will promptly notify the applicant, in writing, of the denial of admission or assistance. The result of the eligibility determination will be sent to the head of household, as indicated on the application, via First Class Mail.

The rejection notice will include:

- 1) The specifically stated reason(s) for the rejection; and
- 2) The applicant's right to respond to the owner/agent in writing or request a meeting within fourteen (14) calendar days to dispute the rejection.
- 3) The right for persons with disabilities to request reasonable accommodations to participate in the informal hearing process.

**Information about the results of the eligibility determination will NOT be provided over the phone or via email.**

### **Meetings with Applicants to Discuss Rejection Notices**

A member of the owner/agent's staff who was not involved in the initial decision to deny admission or assistance will conduct any meeting with the applicant to discuss the applicant's rejection.

Within five (5) business days of the owner/agent response or meeting, the owner/agent will advise the applicant in writing of the final decision on eligibility.

### **Consideration of Extenuating Circumstances in the Screening Process**

Owner/agent may consider extenuating circumstances during the meeting to discuss rejection notices. If the applicant is a person with disabilities, the owner will consider extenuating circumstances where this would be required as a matter of a reasonable accommodation. If an applicant is clearly eligible and passes the screening guidelines, admission shall be authorized. Likewise, if the applicant is ineligible, rejection shall be authorized.

On a case by case basis, Owner/agent may consider all the circumstances to a particular household's case. These types of circumstances include:

- 1) The seriousness of the offending action;
- 2) The effect on the community of terminating or not terminating tenancy;
- 3) The extent of the tenant's participation in the offending action;

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- 4) The effect of termination of tenancy on household members not involved in the offending action;
  - 5) The demand for assisted housing by families who will adhere to lease responsibilities;
  - 6) The extent to which the tenant has shown personal responsibility and taken all reasonable steps to prevent or mitigate the offending action; and
  - 7) The effect of the owner's action on the integrity of the program.

Management will follow the grievance process in compliance with requirements set forth in the HUD Handbook 4350.3.

### **Waiting Lists**

To ensure that applicants are appropriately and fairly selected for the next available unit, when a unit of the appropriate size or type was not available at the time of application, it is essential for owner/agent to maintain waiting lists with appropriate information taken from the application.

The owner/agent will place the applicant household on the waiting list after preliminary eligibility is complete.

### **Maintaining Waiting Lists**

It is the policy of the owner/agent to administer its waiting list as required by HUD handbooks and regulations. Once a year, via first-class mail, the owner/agent will update the waiting list by removing the names of those who are no longer interested in or no longer qualify for housing.

If this letter is unable to be delivered by the United States Postal Service, the applicant will be deemed ineligible and removed from the waiting list.

The applicant must contact the management office within 30 days to indicate the desire to remain on the waiting list. If the applicant fails to respond, the applicant will be deemed ineligible and removed from the waiting list.

If the household composition changes, the owner will:

- 1) Update the waiting list information and
- 2) Decide whether the household needs the same or a different unit size

If, as a result of the household composition change, it is determined that the household will be on the waiting list for a different size unit than originally indicated, the household will be added to the waiting list(s) for additional sized units.



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## **Income Targeting**

Based on the HUD contract for this property, the owner/agent is required to comply with the Income Targeting Requirement. Income Targeting requires that the owner/agent set up policies to ensure that during the property fiscal year, 40% of all households that move in to the property or who begin receiving assistance fall within the Extremely Low Income Limits for the area where the property is located.

Applicants will be selected based on waiting list order. Each quarter, the percentage of extremely low-income admissions for the year to date will be examined. An alternate tenant selection method will be implemented if extremely low-income admissions are:

- 1) Less than 30% after the first quarter of the fiscal year
- 2) Less than 35% after the second quarter of the fiscal year
- 3) Less than 40% after the third quarter of the fiscal year

This policy will ensure that, regardless of which bedroom-size units become available, the owner will meet the income targeting requirements.

## **Preferences**

Applicants with preferences are selected from the waiting list and receive an opportunity for an available unit earlier than those who do not have a preference. Assigning preferences to applicants who meet certain criteria is a method intended to provide housing opportunities to applicants based upon household circumstances.

Preferences affect only the order applicants are selected from the waiting list. They do not make anyone eligible who was not otherwise eligible. Preferences are not permitted if they, in any way, interfere with affirmative marketing efforts or fair housing requirements.

**Existing Tenant Preference:** Existing Residents who have submitted a written request and who are deemed eligible for the transfer are given preference on the waiting list if the following applies:

- 1) There is a need for a unit transfer because of a change in household size and/or composition
- 2) There is a need for a unit transfer based on the verified need for a unit with accessible features.
- 3) There is a verified medical need for a different unit.
- 4) There is a need for a unit transfer of a household that does not require the accessibility features of a unit in which they are living to accommodate a disabled resident/applicant on the waiting list.
- 5) Availability of Deeper Subsidy
- 6) If two or more adult household members reside in one unit and one or more adults choose to apply for a separate unit, they will be required to submit an application.

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The application will be reviewed for eligibility as described above and, if approved, that applicant will receive preference over other non-residents as described in the selection order.

### **Change in Preference Status While on the Waiting list**

Occasionally households on the waiting list who did not qualify for a Preference when they applied will experience a change in circumstances that qualifies them for a Preference. In such cases, it will be the household's duty to contact the owner/agent so that their change in status may be verified and the waiting list can be updated to reflect the Preference.

To the extent the verification determines the household does now qualify for a Preference, they will be selected from the Waiting list in accordance with the preference and their date of application.

### **Exceptions to the Preference Rule**

Management must give priority to current households:

- 1) Residing in a unit that has been determined uninhabitable due to flood, fire or other natural disaster
- 2) When their unit is designated for major rehabilitation

### **Selecting Applicants from the Waiting list**

When a unit becomes available, management will contact the next household on the waiting list based on application submission date and qualification for preference. The household members will be required to meet with management for an eligibility interview. The interview shall be conducted in accordance with the HUD Handbook 4350.3. No decisions to offer the unit shall be made until all information presented by the applicant on the application has been verified and a final eligibility determination has been made.

### **Offering Accessible Units**

Units that have accessible features in accordance with the Universal Federal Accessibility Standards will be offered to applicant households with disabled members first. In some cases, the owner/agent may implement marketing effort to ensure that disabled households occupy accessible units.

A unit with accessible features will be offered as follows:

- 1) Units with communication-accessible features will be offered first to households with a verified need for communication-accessible units.
- 2) Units with mobility-accessible features will be offered to households with a verified need for mobility-accessible units first.

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In the case where the members of the household who required the special features of the accessible unit no longer reside in the unit, and where the lease permits, the owner will require the remaining members of the household to move to a unit without accessibility features when such a unit of the appropriate size becomes available.

If there is no household on the waiting list that has requested a unit with accessible features, the unit will then be offered based on the selection order described for a unit without accessible features of the same size. Before the applicant can accept that unit with accessible features, all adult members of the applicant household must initial the section in the House Rules that states the requirement to move, at the household's expense, to the first available unit without accessible features that meets the household's occupancy requirements as described in this plan.

The household will not be required to move if no unit that meets the household's occupancy requirements is available.

This rule in no way affects the single-residence criteria. The household can only accept assistance in one unit on any given day.

### **Offering Units to Applicants with Disabled Household Members**

The owner/agent will not skip over a household that has reached the top of the waiting list and has indicated a need for certain unit features because of a disability. The household will be given the opportunity to benefit from the program and decide for itself, in compliance with Section 504, whether a unit meets the needs of the disabled household member, based on size, location, or facilities.

The applicant may decide to accept a standard unit, particularly when units meeting the household's needs are in short supply. The household may accept the unit and request some modification to the unit as a reasonable accommodation.

### **Offering Units to Applicants with Preferences**

Applicants with preferences are selected from the waiting list and receive an opportunity for an available unit earlier than those who do not have a preference.

### **Extremely Low Income Households & Income Targeting Requirements**

When an extremely low-income applicant is needed to achieve targeting requirements, and the next applicant on the waiting list has income above the extremely low-income limit, that applicant must be returned to the waiting list. The next extremely low-income household will be selected to participate in an eligibility interview and, if deemed eligible, will be offered the next available unit based on the criteria described in this plan. When the owner/agent is ready to house an applicant with income above the extremely low-income limit, this applicant can be served.

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## **Selection Order**

When a unit is available, that unit will be offered in the following order:

**Units with Accessible Features** will be offered in the following order:

- 1) A household that currently resides on the property in a unit with accessible features and needs a different unit based on change in household size and/or composition
- 2) A household that currently resides on the property and needs a different unit based on a verified medical need for an different unit
- 3) A household that currently resides on the property that includes a member that requires the accessibility features of the unit and needs a different unit based on availability of deeper subsidy
- 4) A displaced household on the waiting list that includes a member that needs the features of that accessible unit
- 5) A household that currently resides in the community that includes an adult household member requesting a separate unit and that includes a member that needs the features of that accessible unit.
- 6) A household on the waiting list that does not currently reside in the community and that includes a member that needs the features of that accessible unit

**Units without accessible features** will be offered in the following order:

- 1) A household that currently resides on the property and needs a different-size unit based on a change in household size and/or composition
- 2) A household that currently resides on the property and needs a different unit based on a verified medical need for a different unit
- 3) A household that currently resides on the property that no longer requires the accessibility features of the unit in which they currently live
- 4) A household that currently resides on the property that qualifies for a different unit under a contract with a deeper subsidy
- 5) A displaced household on the waiting list
- 6) A household that currently resides in the community that includes an adult household member requesting a separate unit
- 7) A household on the waiting list that does not currently reside in the community

## **Offering a Unit**

When a unit becomes available and eligibility is determined, available units will be offered:

- In writing, or
- Over the phone

If the owner/agent is unable to contact the household within five (5) business days from the date of the letter, the offer will be cancelled and the Unit will be offered to the next applicant. In that event, the head of household, as indicated on the application, will be sent a letter requesting confirmation of interest in remaining on the waiting list.

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If the applicant household replies affirmatively, he/she will retain the current position on the waiting list. Failure to accept the unit will be considered a refusal of the unit offer. (See Right to Refusal policies below.) If the reply is negative, or if no reply is received within five (5) business days from the date of the letter, the household will be moved to the bottom of the waiting list.

## **Right to Refusal**

Applicant households will be offered available units based on the information included in this Tenant Selection Plan. Each applicant household will be offered the opportunity to accept an offered apartment two (2) times. If an applicant does not wish to accept an offered apartment, he/she has the right to refuse the offer.

Refusal must be made

- In writing or
- Over the phone (If the refusal is made over the phone, contact must be made with a member of the management staff. Leaving a message is not adequate.) or
- By facsimile.

The first time an applicant refuses a unit, the unit will be offered to the next qualified household based on the criteria described above. The applicant household will retain the same place on the waiting list. The second time an applicant household refuses an offer of a unit, the household will be moved to the bottom of the waiting list. Applicant may be required to submit an updated application prior to approval for an available unit.

Right to refusal policies will be modified in four cases:

- 1) If a disabled applicant household is at the top of the waiting list, he/she will be offered units as they become available (based on the selection order described above) regardless of whether they include accessible features. A disabled household has the right to refuse an unlimited number of non-accessible units or units that do not meet its accessibility requirements. The disabled household can refuse two accessible units that meet the household requirements. If a disabled household refuses two accessible units that meet the household requirements, that household will be removed from the waiting list.
- 2) If an applicant household with no disabled household members is at the top of the waiting list, and there are no disabled households on the waiting list, the applicant household may be offered an accessible unit. An applicant household with no disabled household members has the right to refuse an unlimited number of accessible units.
- 3) The Right to Refusal policy applies to applicant households and existing tenants who have submitted a written transfer request.
- 4) An applicant may reject an available unit if this unit is close to another unit with a pet. This action must not negatively affect the family's application for occupancy or position on the waiting list to be eligible for the next available unit. The owner is not obligated at the time the applicant rejects a unit to provide an alternate unit.

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## **Pet Deposits**

The pet rules may require tenants to pay a refundable pet deposit, but apply only to those tenants who own or keep pets in their units. This deposit is in addition to any additional financial obligation generally imposed on tenants of the property.

The owner/agent will use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet on the property. Such expenses would include, but not be limited to, the cost of repairs and replacement to the unit, fumigation of the unit, and the cost of animal care facilities.

The owner/agent will return the unused portion of a pet deposit to the tenant within a reasonable time after the tenant moves from the property or no longer owns or keeps a household pet in the unit.

Collection of Pet Deposits	
Program	Maximum Amount to Collect
Residents whose rents are subsidized under the following programs: <ul style="list-style-type: none"><li>• Section 236 Interest Reduction</li><li>• Section 202 with Section 8</li><li>• Section 202 with PAC</li><li>• Section 221 (d)(3)BMIR</li></ul>	The <u>pet deposit</u> must not exceed \$300. The <u>pet rules</u> must provide for gradual accumulation of the remaining required deposit.

## **Assistance Animals as a Reasonable Accommodation**

Assistance animals are not pets. They are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals are exempt from the pet policy and from the refundable pet deposit. However, the following apply:

- The animal may not pose a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation
- The animal may not cause substantial physical damage to the property of others
- The animal may not pose an undue financial and administrative burden to the provider
- The presence of the assistance animal may not fundamentally alter the nature of the provider's services

There must be a relationship between the person's disability and his or her need for the animal. If an assistance animal causes damage to the tenant's unit or to the common areas, the owner/agent may charge the tenant for any damages.

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## **Unit Inspections**

All units must undergo a move-in and move-out inspection by the on-site management staff. These inspections include not only interior but also exterior inspections. There will be at least an annual inspection. From time to time, HUD and/or the Contract Administrator will conduct an inspection.

**The move-in inspection** is an opportunity to familiarize the tenant with the property and the unit, as well as to document its current condition. By performing move-in inspections, owners and tenants are assured that the unit is in livable condition and is free of damages. A move-in inspection gives the owner/agent an opportunity to familiarize tenants with the operation of appliances and equipment in the unit.

Upon the unit being vacated by the tenant, an owner performs a **move-out inspection** to ensure there are no damages to the unit. The owner will list the damages on the move-out form and compare it with the move-in form to determine if the damage is reasonable wear and tear or excessive damage. The tenant will be given prior notice of the move-out inspection and be allowed to accompany the owner if the tenant chooses.

In addition, the owner/agent will perform **unit inspections on at least an annual basis** to determine whether the appliances and equipment in the unit are functioning properly and to assess whether a component needs to be repaired or replaced. This is also an opportunity to determine any damage to the unit and, if so, make the necessary repairs, and to assure the tenant is in compliance with the lease by maintaining the unit in a decent, safe, and sanitary manner.

**HUD, or its authorized contractor(s), has the right to inspect the units** and the entire property to ensure that the property is being physically well maintained. These inspections assure HUD that owners are fulfilling their obligations under the regulatory agreements and/or subsidy contracts and tenants are provided with decent, safe, and sanitary housing.

## **Removal of Applicants from the Waiting list**

The owner/agent will remove an applicant's name from the Waiting list when:

- 1) Applicant requests that the household name be removed
- 2) The unit that is needed – using household size as the basis – has changed, and no appropriate size unit exists in the property
- 3) Applicant fails to meet eligibility requirements
- 4) Applicant fails to meet screening requirements
- 5) Applicant is rejected for any reason described in this plan
- 6) Applicant cannot be contacted by US Mail (letters are returned or undeliverable)
- 7) Applicant was clearly advised, in writing, of the requirement to tell owner/agent of his/her continued interest in housing by a particular time and failed to do so
- 8) Applicant refused second offer of a unit (See Right to Refusal).

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- 9) The owner/agent has notified the applicant, in writing, of its intention to remove the applicant's name, because the applicant no longer qualifies for assisted housing at this property

If an applicant is removed from the waiting list, and subsequently the owner/agent determines that an error was made in removing the applicant, the applicant will be reinstated at the original place on the waiting list.

If an applicant is removed from the waiting list and, later, the applicant household feels that it is now qualified for assistance/tenancy, the applicant household must submit a new application. The applicant will be placed on the waiting list, as necessary, based on the submission date of the new application.

### **Unit Transfer Policies**

The owner/agent will accept applications for a unit transfer based on the following:

- 1) There is a need for a transfer because of a change in household size and/or composition.
- 2) There is a need for a transfer based on the verified need for an accessible unit
- 3) There is a verified medical need for a different unit.
- 4) There is a need for a unit transfer of a household that does not require the accessibility features of a unit in which it is living to accommodate a disabled resident/applicant on the waiting list.
- 5) Availability of Deeper Subsidy
- 6) If two or more adult household members reside in one unit and one or more adults choose to apply for a separate unit, they will be required to submit an application. The application will be reviewed for eligibility as described above and, if approved, that applicant will receive preference over other non-residents as described in the selection order.

Existing residents, who need to transfer to another unit, must submit a written request signed by the head of household.

A household that has given notice to move out need not be transferred.

### **Adding Household Members after Initial Occupancy**

Management must approve any new household member **before** he/she moves in to the unit. The proposed new household member will be considered an applicant and must participate in the eligibility determination and screening processes described above. In addition, the rent payment will be re-calculated to reflect any income or allowances for the new household member.

This policy applies to live-in aides as well. Owner/agent-established screening criteria will also be applied to live-in aides, **except for the criterion regarding credit**



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**performance or the ability to pay rent on time** because live-in aides are not responsible for rental payments. However, live-in aides must meet other screening criteria established by the owner/agent. Income and/or allowances received by live-in aides will not be considered.

### **Security Deposit**

A security deposit equal to one month's total tenant payment or \$50, whichever is greater, is required at the time move-in to the property. The tenant is required to pay the security deposit to secure funds against any damage except reasonable wear done to the premises by the tenant, his/her family, or guests. The deposit will be refunded to the tenant or applied to any such damage or any rent delinquency.

### **Annual Recertification Procedures**

HUD requires that an Annual Recertification process occur annually during the month of the anniversary date of move in to Hickory Homes or Kidron Inc. This process requires annually looking at income, assets, childcare and medical expenses.

### **Interim Recertification Reporting Policies**

Interim Recertifications can be requested if changes are made in the family's composition, employment, or expenses. A tenant must notify the owner if the household's cumulative income increases by \$200.00 or more a month, a proposed change in family composition, or expenses change more than \$200.00 or more a month.

If tenant(s) fail to report these changes and the owner becomes aware of a change, the owner will notify the tenant(s) in writing of the lease clause in violation and give the tenant(s) 10 days to respond and get the interim started. If they do not comply, the tenant's rent must be raised to market rent the next month.

### **Changes to House Rules**

Owners/agents must give tenants written notice 30 days prior to implementing new house rules.

### **Changes to the Tenant Selection Plan**

Applicants will be notified in writing when the tenant selection plan undergoes significant change. At that time, applicants will be:

- Given an opportunity to review the new plan
- Notified of changes to preferences
- Asked if they wish to remain on the waiting list

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If the applicant household does not respond, that household will be deemed ineligible and removed from the waiting list.

The current Tenant Selection Plan, in place at the time of final eligibility determination, will be used to determine eligibility.



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**Appendix A: Certification of Dating Violence, Domestic Violence, Sexual Assault, or Stalking:**

The Owner/Agent is committed to ensuring that its policies and practices do not deny individuals that have been a victim of dating violence, domestic violence, sexual assault, or stalking the opportunity to participate in or benefit from the operation of housing services or programs.

The Owner/ Agent will ensure the following Procedures will be used for Certification of Dating Violence, Domestic Violence, Sexual Assault, or Stalking and Confidentiality of documentation acquired for said purposes.

1) The Owner/ Agents will provide tenants the option to complete the Certification of Dating Violence, Domestic Violence, Sexual Assault, or Stalking, Form HUD-91066 (Attachment 1), as required by the provisions of Section 606 of the VAWA. The certification form may be made available to all eligible families at the time of admission, the certification may be enclosed with the appropriate notice, directing the family to complete, sign and return the form within fourteen (14) business days. Also at the time of admission Forms HUD-5380 and HUD-5383 will be made available to all eligible families.

2) The VAWA provides that Owner/ Agents may request a tenant to certify that he/she is a victim of dating violence, domestic violence, sexual assault, or stalking and that the incidence(s) of threatened or actual abuse are bona fide in determining whether the protections afforded under the VAWA are applicable.

3) Owner/ Agents responding to an incident of actual or threatened dating violence, domestic violence, sexual assault, or stalking that could potentially have an impact on a tenant's participation in the housing program may request in writing that an individual complete, sign, and submit within 14 business days of the request, the HUD-approved certification form (HUD-91066). The Owner/ Agent may extend this time period at his/her discretion.

4) Alternatively, in lieu of the certification form or in addition to it, Owner/ Agents may accept the following:

- a) A federal, state, tribal, territorial, or local police record or court record or
- b) Documentation signed and attested to by a professional (employee, agent or volunteer of a victim service provider, an attorney, medical personnel, etc.) from whom the victim has sought assistance in addressing dating violence, domestic violence, sexual assault, or stalking or the effects of the abuse. The signatory attests under penalty of perjury (28 U.S.C. §1746) to his/her belief that the incident in question represents bona fide abuse, and the victim of dating violence, domestic violence, sexual assault, or stalking has signed or attested to the documentation.

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5) Owner/Agents are not required to demand that an individual produce official documentation or physical proof of an individual's status as a victim of dating violence, domestic violence, sexual assault or stalking in order to receive the protections of the VAWA. Owner/Agents, at their discretion, may provide assistance to an individual based solely upon the individual's statement or other corroborating evidence. Owner/Agents are encouraged to carefully evaluate abuse claims as to avoid conducting an eviction based on false or unsubstantiated accusations.

6) Owner/ Agents should be mindful that the delivery of the certification form to the tenant via mail may place the victim at risk, e.g., the abuser may monitor the mail. Therefore, in order to mitigate risks, Owner/ Agents are encouraged to work with the tenant in making acceptable delivery arrangements, such as inviting them into the office to pick up the certification form or making other discreet arrangements.

7) The identity of the victim and all information provided to Owner/ Agents relating to the incident(s) of dating violence, domestic violence, sexual assault or stalking must be retained in confidence by the Owner/ Agent and must neither be entered into any shared database nor provided to a related entity, except to the extent that the disclosure is:

- a) Requested or consented to by the individual in writing,
- b) Required for use in an eviction proceeding or termination of assistance or
- c) Otherwise required by applicable law.

The HUD-approved certification form provides notice to the tenant of the confidentiality of the form and the limits thereof.

8) Owner/ Agents must retain all documentation relating to an individual's dating violence, domestic violence, sexual assault or stalking in a separate file that is kept in a separate secure location from other tenant files.

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## **Appendix B: Required SSN Documentation**

### **Disclosure of Social Security Numbers**

All applicant and tenant household members must disclose and provide verification of the complete and accurate SSN assigned to them except for those individuals who do not contend eligible immigration status or tenants who were age 62 or older as of January 31, 2010, and whose initial determination of eligibility was begun before January 31, 2010. The information below explains the requirements and responsibilities of applicants or tenants to supply owners with this information, the responsibility of owners to obtain this information, and the consequences for failure to provide the information.

All household members must provide Social Security Number information. The head of household/spouse/co-head must disclose SSNs for all household members. Adequate documentation means a social security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN.

- Original Social Security card
- Driver's license with SSN
- Identification card issued by a federal, State, or local agency, a medical insurance provider, or an employer or trade union.
- Earnings statements on payroll stubs
- Bank statement
- Form 1099
- Benefit award letter
- Retirement benefit letter
- Life insurance policy
- Court records

### **Accepting Applications without Documentation of Social Security Numbers**

When an applicant has a SSN but does not have the required documentation, the applicant may still be placed on the waiting list. However, applicants must disclose SSN(s) and provide adequate documentation to verify each SSN for all household members before they can be housed. If all household members have not disclosed and/or submit verification of their SSN(s) at the time a unit becomes available, the next eligible applicant will be offered the available unit.

Individuals who have applied for legalization under the Immigration and Reform Control Act of 1986 will be able to disclose the social security numbers, but unable to supply the cards for documentation. Social security numbers are assigned to these persons when they apply for amnesty. The cards go to the Department of Homeland Security (DHS) until the persons are granted temporary lawful resident status. Until that time, their acceptable documentation is a letter from the DHS indicating social security numbers have been assigned.

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An applicant who has not provided the required SSN documentation to the owner/agent for all household members will have 90 days from the date they are first offered an available unit to provide the documentation verifying their SSN(s).

If the owner/agent has determined that the applicant is otherwise eligible for admission into the property, and the only outstanding verification is that of the SSN, the applicant may retain his or her place on the waiting list for the 90-day period during which the applicant is trying to obtain documentation.

After 90 days, if the applicant has been unable to supply the required SSN documentation, the applicant will be determined ineligible and removed from the waiting list.

### **Exception to Disclosure of Social Security Numbers**

Individuals who do not contend eligible immigration status: If any member of an applicant's household does not contend eligible immigration status, either at application or after move-in, assistance may be prorated or terminated.

Individuals age 62 or older as of January 31, 2010, whose initial determination of eligibility began prior to January 31, 2010. Eligibility determination is based on participation in either Public and Indian Housing or a Multifamily HUD assisted program and the initial effective date of the form HUD-50059 or form HUD-50058. The O/A may also confirm HUD's validation of the applicant's SSN by viewing the household's Summary Report or the Identity Verification Report in the EIV system.

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## **Appendix C: Citizenship Eligibility**

### **Required Documentation**

The owner/agent must obtain the following documentation for each household member regardless of age:

- ❑ From U.S. citizens, a signed declaration of citizenship. The owner/agents may require verification of the declaration by requiring presentation of a U.S. birth certificate or U.S. passport
- ❑ From non-citizens 62 years and older, a signed declaration of eligible non-citizen status and proof of age
- ❑ From non-citizens under the age of 62 claiming eligible status:
  - A signed declaration of eligible immigration status
  - A signed consent form **and**
  - One of the DHS-approved documents

Non-citizens not claiming eligible immigration status may elect to sign a statement that they acknowledge their ineligibility for assistance.

### **Timeframes for Submitting Evidence of Citizenship/Immigration Status to the owner/agent**

Applicants must submit required documentation of citizenship/immigration status no later than the date the owner/agent initiates verification of other eligibility factors (pre application or application). Citizen or non-citizen eligibility verification will be done first. Owner/agents determine the applicant's citizenship or immigration status during the initial eligibility determination, prior to adding that household to the waiting list or prior to move-in.

If the applicant cannot supply the documentation within the owner/agent's specified timeframe, the owner/agent **may** grant the applicant an extension of not more than 30 days, **but only if** the applicant certifies that the documentation is temporarily unavailable and additional time is needed to collect and submit the required documentation. (Although the extension period may not exceed 30 days, the owner/agent may establish a shorter extension period based on the circumstances of the individual case.)

The owner/agent will inform the applicant in writing if an extension request is granted or denied. If the request is granted, the owner/agent will include the new deadline for submitting the documentation. If the request is denied, the owner/agent will state the reasons for the denial in the written response. When granting or rejecting extensions, the owner/agent will apply policies consistently to applicants.

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## **Reviewing and Verification of a Household's Citizenship/Immigration Status**

Owner/agents will conduct primary verification through the (Systematic Alien Verification for Entitlements) SAVE ASVI database - the Department of Homeland Security (DHS) automated system.

After accessing the ASIV database, the owner/agent enters the required data fields. The system will display one of the following messages for immigration status confirmation on the screen.

- Lawful Permanent Resident
- Temporary Resident
- Conditional Resident
- Asylee
- Refugee
- Cuban\Haitian Entrant
- Conditional Entrant

### **Secondary Verification.**

If the message “institute secondary verification” is displayed on the screen, the manual verification process must be used.

Within 10 days of receiving an “Institute Secondary Verification” response, the owner/agent will prepare DHS Form G-845S, *Document Verification Request*. The owner/agent will send DHS Form G-845S and photocopies of the DHS documents submitted by the applicant to the DHS office serving the property's jurisdiction.

The DHS will return to the owner/agent a copy of DHS Form G-845S indicating the results of the automated and manual search.

### **Notification to Applicants**

Owner/agents will notify households in writing that they are:

- Eligible for assistance
- Eligible for partial assistance, as a mixed household.

The owner/agent/agent will notify households in writing if they are found to be ineligible based upon citizenship/immigration status.

### **Mixed Households**

A mixed household—a household with one or more ineligible household members and one or more eligible household members—may receive:

- Prorated assistance



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- Continued assistance

### **Appealing Determinations of Ineligibility**

The owner/agent will notify the household in writing as soon as possible if the secondary verification process returns a negative result.

The household has 30 days from receipt of the notice to choose which option to follow.

The household may appeal the owner/agent's decision directly to the DHS. The household must send a copy of the appeal directly to the owner/agent. The DHS should respond to the appeal within 30 days.

If the DHS decision results in a positive determination of eligibility, the owner/agent can provide the household with housing assistance. If the DHS decision results in a negative determination of eligibility, the household has **30 days** to request a hearing with the owner/agent.

### **Prohibition Against Delay of Assistance**

Owner/agents may not delay the household's assistance if the household submitted its immigration information in a timely manner but the DHS verification or appeals process has not been completed.

If a unit is available, the household has come to the top of the Waiting list, and at least one member of the household has submitted the required documentation in a timely manner and has been determined to be eligible, the owner/agent will offer the household a unit and provide full assistance to those household members whose documents were received on time. Owner/agent will continue to provide full assistance to such households until information establishing the immigration status of any remaining non-citizen household members has been received and verified.

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**Appendix D: Acknowledgement of Availability of Subsidy**

I/We understand that I am applying to move to Hickory Homes or Kidron, Inc. with the rest of my family/household.

HUD prohibits the owner/agent from providing assistance to any household member if any household member is currently receiving assistance at another property. I/We have indicated, on my/our application, that I/We am/are currently receiving subsidy at my current residence: \_\_\_\_\_.

I/We understand Hickory Homes or Kidron, Inc. will complete an Existing Tenant Search report available through the Enterprise Income Verification Systems (EIV) provided by HUD. The report will verify if assistance is currently being received by any household member at another property.

I/We understand that I/We must provide 30-days' notice to the agent currently managing the property where I/We live.

I/We also understand that, if I/We fail to fulfill the 30-days' notice, I/We will be responsible for the market rent at that property until the 30-day notice is complete or the Unit is re-rented.

If I/We fail to move out of my/our current residence before I/We move in to Hickory Homes or Kidron, Inc., no rent subsidy will be provided by the Department of Housing until the day after the move out is completed. I/We will be responsible for paying the market rent of \$ \_\_\_\_\_ until I/We qualify to receive subsidy.

**PENALTIES FOR MISUSING THIS FORM**

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, the PHA and any owner (or any employee of HUD, the PHA or the owner) may be subject to penalties for unauthorized disclosures or improper uses 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 willfully 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, the PHA 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 42 U.S.C. 208 (f)(g) and (h). Violation of these provisions are cited as violations of 42 U.S.C. 408 f, g and h.

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