

**TENANT SELECTION CRITERIA AND WAITING LIST PROCEDURES for  
Section 8, Section 202 and Section 202 PRAC properties  
managed by Maine Development Associates**

1. Interested persons call or write to inquire about an apartment.
2. The applicant is sent an "Application" to be completed and returned to Maine Development Associates (MDA).
3. Upon receipt of the application, it is reviewed to determine if it falls within the income limitations. Applications within the income limitations are placed on the appropriate waiting list according to the date received, and the applicant is notified of such placement. Applications that are not within the income limitations are notified as well.

*Placement of name on waiting list does not guarantee acceptance for occupancy.*

4. Per HUD requirements, preference must be given to house extremely low income families needed to satisfy HUD's yearly income-targeting requirements that 40% of new move-ins each year must not exceed 30% of the area median income for that property. Maine Development has selected the HUD option to accomplish this by every other unit being rented to an extremely low income family. (At Gardner Commons, a Section 202 PRAC property, this is not required). The alternating selection when the next vacancy occurs will be from the top of the waiting list. This will affect the order in which applicants are selected from the waiting list when a vacancy occurs.

As vacancies occur, first priority of consideration will be given to current residents within the property requiring the accessibility features of a unit, those with a certifiable medical reason for the vacant unit or a household requiring the size of the vacant unit; all granted according to the chronological date order of the request for such unit providing resident meets the program requirements at the time of the vacancy and is in compliance with their lease.

Second priority of consideration will be given to residents currently residing within the portfolio of properties managed by Maine Development Associates requiring the accessibility, having the certifiable medical need or requiring the size of the vacant unit according to chronological date order of the request for such unit providing resident meets the program requirements at that time and is in compliance with their lease. When moving a resident from one property to another, the income targeting requirements must additionally be applied regarding the vacant unit.

Third priority of consideration is a qualified applicant from the waiting list while applying the income targeting requirements referenced above. If there is no waiting list for the size or design of the unit, and no response as a result of required advertising and outreach, an exception may be requested from MaineHousing who will in turn request HUD to consider an applicant that would otherwise be eligible for occupancy in the property. If housed on an exception, the household must move to an appropriately sized/designed unit when available if an applicant on the waiting list is qualified for the unit they are occupying under the exception.

As vacancies are filled, those persons who have their applications on file will move up on their respective waiting list in chronological order.

5. Should a waiting list be closed due to the size or rate of turnover of units, a notice will be made in the newspaper for the locality in which the property is located stating the closure of the waiting list. When the waiting list reopens, an ad will be placed to state applications are now being received.
6. Inquiry letters will be mailed periodically to the address provided on the application to determine continued interest or to make contact for a vacancy occurring. The letters will state a time limit for the response to be received back from the applicant.
7. Once it is determined which application is next to be considered, an update is made of the information on the application and an inquiry is made of the applicant's credit, criminal history and sex offender history. Applicants must provide information covering the past ten years of uninterrupted history of residing in locations that can be verified. A check is also made of the applicant's rental history to ensure that they have demonstrated adequately their ability to occupy and behave in such a manner conducive to our occupancy requirements. (In the case of those individuals who cannot document any rental history, we may request alternate non-related non-family professional references and sources of information to verify the applicant's ability to follow lease obligations for tenancy.) A check will be made using the Existing Tenant Search in HUD's EIV system to determine if any household member is currently residing at another assisted location.
8. Applicants will be rejected for the reasons stated herein. A rejected applicant will have the right to appeal a negative decision. The conditions of requesting an appeal will be stated in the rejection letter sent to the applicant.
  - a. Loud or obnoxious behavior or any prior rental violations while a resident of any past rental residence.
  - b. Behavior that demonstrates they will not comply with all aspects of our Lease or they don't have the ability to live in such a way that does not threaten the health, safety, welfare or peaceful enjoyment of other residents or themselves.
  - c. Past rental history that indicates they do not have the ability to maintain a safe and sanitary dwelling.
  - d. Past rental history that indicates their rental payments have not been on time or made on a consistent basis or rent was not paid-in-full upon departure from a rental property.
  - e. Past history indicates they have been late without a valid reason on any installment loan payment.
  - f. Past rental history indicates they have caused damage to any previous rental property they have resided in and that upon departure they did not leave the premises in the same manner as when occupied (i.e. clean and no damages).
  - g. No non-related non-family landlord in prior rental history that could be verified and no requested non-related non-family professional references were provided.
  - h. Non-related non-family professional references did not confirm the applicant's ability to follow lease obligations for tenancy.
  - i. An arrest or conviction for any crimes/offenses that involved drugs, violence against an individual, harassment, threatening, disruptive behavior, sexual offenses, destruction of property, criminal mischief, theft, negotiating worthless instruments, fraud, or crimes involving weapons within the last ten years, or use of illegal drugs or abuse of alcohol or being subject to a state life-time sex offender registration program or is currently registered under a state sex offender registration program.

- j. Management determines that there is a reasonable cause to believe that a household member's illegal use (or a pattern of illegal use) of a drug or abuse (or pattern of abuse) of alcohol may interfere with the health, safety, welfare or right to peaceful enjoyment of the premises by other residents.
- k. Any member of the applicant's household has been convicted of the manufacture of methamphetamine on the premises of federally subsidized housing in their lifetime.
- l. Any criminal activity that would threaten the health, safety, welfare or right to peaceful enjoyment of the premises by other residents, the owner or any employee who is involved in the housing operations or management.
- m. Is a part-time or full-time student under the age of 24 who is not married, or not a veteran, or has no dependent or is not a person with disabilities who was receiving assistance prior to November 30, 2005 or has not established independence from parents for 1 year prior to application for assisted housing or is a dependent of parents who are not income eligible for assisted housing.
- n. Any eviction.
- o. An incomplete application. All pages of the application must be completed in their entirety.
- p. No response by the stated date in the letter sent to the address of record to update the continued interest to remain on the waiting list, to make contact for a vacancy occurring, or the return by the postal service of such a letter indicating the letter is undeliverable.

9. Applicants may be rejected for a poor credit history involving utilities or previous rentals.

10. Maine Development Associates may conduct a personal home interview with an applicant maintaining their own dwelling or area within a dwelling located within a 30 mile radius of Maine Development Associates' staff to ascertain the applicant's ability to fulfill or comply with all of the Lease provisions including but not limited to maintaining a clean, safe and sanitary household. Applicants may be rejected if the interview does not demonstrate the ability to comply with all aspects of the Lease.

11. Applicant must comply with Management requests at all times, return telephone calls and sign and return all forms consenting to the release of information. Failure to respond within the time frames requested shall result in rejection and removal from the waiting list. Return by the postal service of any letter indicating it is undeliverable will result in the applicant being rejected.

12. An applicant selected to be processed for the next available unit will be given seven (7) days after initial contact to make a decision to accept the unit should it be offered. This timeframe will also include going to the property to view the unit if they so desire. If the decision on the part of the applicant cannot be concluded within seven (7) days, the applicant may request to be placed on the bottom of the waiting list for future consideration. Applicants will be rejected if they are offered and reject two units in properties managed by Maine Development Associates, fail to show up to the scheduled move-in or call Management to decline the apartment prior to the scheduled move-in, decline the apartment at the move-in appointment, or mail sent to the applicant's address is returned as undeliverable. If the unit size needed changes from the original request and no appropriate size unit exists at the property, the applicant will receive notice they are ineligible for the property. If the size needed exists at the property, the application will be placed on the new waiting list as of the date of that notification.

If all the above criteria are met in a satisfactory manner, the verification request process begins. Commencement of verification process does not guarantee acceptance for housing. A final decision on eligibility will be made once all verifications are complete.

The Management Agent will comply with Title VII of the Civil Rights Act of 1968 as amended by the Fair Housing Amendments Act of 1988; Title VI of the Civil Rights Act of 1964; Executive Order 11063, November 29, 1962; The American with Disabilities Act, Section 504 of the Rehabilitation Act of 1973; and comparable orders on the state level, and all rules, regulations, and requirements issued pursuant thereto. The Management Agent will not, on account of race, color, sex, religion, national origin, age, disability, familial status, sexual orientation or any other basis prohibited by state law, deny any family the opportunity to apply for admission, or deny any eligible applicant the opportunity to lease or rent a dwelling unit suitable to its needs. In the selection of Applicants, there will be no discrimination against families otherwise eligible for admission because their income is derived in whole or in part from public assistance.

*\*\*\*Maine Development Associates administrates these tenant selection criteria for all HUD Section 8, 236 and 202 and 202 PRAC properties professionally managed by Maine Development Associates.*

**PROGRAM ELIGIBILITY AND OCCUPANCY REQUIREMENTS ELDERLY & FAMILY HOUSING**  
**For HUD Section 8, 236 and 202 and 202 PRAC Properties professionally managed**  
**by Maine Development Associates.**

**1. ELIGIBILITY REQUIREMENTS:**

ELDERLY HOUSING may be occupied by any combination of elderly or disabled applicants regardless of familial status and cannot be occupied by non-elderly/non-disabled households with children. At a Section 202 PRAC property, the head of household must be 62 years of age or older.

FAMILY HOUSING may be occupied by any combination of elderly or disabled and/or non-elderly, non-disabled applicants. An eligible occupant for housing in a FAMILY designated project is any person of legal age, a disabled person, or senior citizen (62 or older) whose income meets the area median income adjusted for family size as determined by HUD income guidelines.

At all properties, household income must not exceed the percentage of the area median income by household size applicable to the property applied for as determined by HUD income guidelines. At properties layered with Tax Credits, households must also be within Tax Credit income guidelines and restrictions. (See chart on Page 5.)

**STUDENT ELIGIBILITY:**

Student eligibility requirements apply to applicants enrolled part-time or full-time at an institution of higher education who are under 24 years of age, unless the applicant is a student who is living with his/her parents who are applying for Section 8 assistance.

Student eligibility requirements do not apply to students under 24 years of age who are married, or a veteran of the US Military, or have a legal dependant child or is a person with disabilities, as defined in Section 3(b)(3)(F) of the US Housing Act of 1937 (42 USC 1437a (b)(3)(E) who was receiving Section 8 assistance on November 30, 2005.

Students under 24 years of age who do not fall within any of the above criteria and are of legal contract age must have parents who are, individually or jointly, income eligible for Section 8 assistance. If parents eligibility cannot be determined, the student is ineligible unless they can demonstrate his or her independence from their parents by the following:

1. Be of legal contract age.
  2. Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy or meet the US Department of Education's definition of an independent student.
  3. Provide documentation they were not claimed as a dependent on their parents or legal guardian's latest tax return pursuant to IRS regulations.
  4. Obtain a certification of the financial assistance that will be provided by their parents which certification is required even if no assistance will be provided.
2. An applicant must possess the legal capacity to enter into a lease agreement.
  3. Applicants will comply with Occupancy Requirements:
  4. Applicants must disclose and provide documentation of Social Security Numbers (SSN) for all family members at least six years of age and older. If a SSN has not been assigned to a particular family member, the applicant must sign a certification. Documentation must be provided from a copy of the original SS card, ID card issued by a federal, state or local agency, medical insurance

provider or an employer, a payroll statement, bank statement, Form 1099, SS benefit award or retirement letter, life insurance policy or by a court record.

When an applicant has a SS number but not the required documentation, they must submit the SS number with a statement that certifies the number is accurate but that acceptable documentation could not be provided. Documentation must be provided within sixty (60) days from the date on which the applicant certified documentation was not available and, if not provided, they will be ineligible and removed from the waiting list. (Exception: If 62 or older or disabled, they may be provided an additional 60 days.) In any case, an applicant cannot be housed unless they submit the required SSN documentation.

5. A copy of each household member's birth certificate issued by the birth Town, State or hospital must be provided. An applicant cannot be housed unless they submit the required proof of age/citizenship documentation.

6. Assistance in subsidized housing is restricted to U.S. Citizens or non-citizens who have eligible immigration status as determined by HUD. (Section 202 PRAC properties are exempt from this rule.) All family members, regardless of age, must sign a declaration of citizenship or immigration status. Non-citizen applicants will be required to submit evidence of eligible immigration status at the time of application. Thirty (30) days or less will be allowed if documentation is temporarily unavailable because time is needed to collect and submit the documents. Required documentation must be submitted before verification of other eligibility is done. Non-citizens 62 years and older are eligible by signing a declaration of eligible non-citizen status and providing a proof of age document. Applicants who hold a non-citizen student visa are ineligible for assistance, as are any non-citizen family members living with the student.

## TENANT ELIGIBILITY AND OCCUPANCY REQUIREMENTS

### ELDERLY & FAMILY HOUSING RATIO

	<u>No. of Bedrooms</u>	<u>Minimum</u>	<u>Maximum</u>
	1	1	2
	2	2	4
	3	3	6
(Hestia Heights Only)	4	4	8

Household may request to be placed on the waiting list for any unit size that fits their household size.

#### Percentage of HUD's Area Median Income Applicable by Property

Academy Park	60%*
Ambassador	60%*
Boynton Manor	60%*
Concorde	80%
Gardner Commons	50%
Garfield Street	80%
Hestia Heights	80%
Hillside Manor	80%
Lincoln Manor	80%
Lincoln Manor West	80%
Mountainview II	80%
Newport Inn	50%
North Ridge	60%*~
Observatory	80%
Pleasant Heights	60%*
Riverbend	80%
Riverside	80%
Sunrise Village	50%
Sunset Meadows	50%
Stonington Manor	50%

\*HERA 60% limit due to being Tax Credit Property

\*~Additionally, 1 Unit is restricted to 30% and 1 to 50%

30% of Area Median Income = Extremely Low Income – Used in Income Targeting

50% of Area Median Income = Very-Low Income

80% of Area Median Income = Low Income