

**TENANT SELECTION CRITERIA AND WAITING LIST PROCEDURES for  
Rural Development Properties professionally 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 date and time stamped and reviewed to determine if the household income is within the income guidelines established by Rural Development for the property applied for. Applications for an apartment without rental assistance and without a Voucher to assist with rent payment must meet the income requirement established by Maine Development Associates for unassisted units. The applicant is notified in writing within ten days of receipt of their application of their income category determination (Very Low, Low, Moderate and Above Moderate) and placement on the waiting list. Ineligible applicants will be notified in writing of the reason of their ineligibility for the property including applicants that request an apartment that does not exist at the property. Incomplete applications mailed back for completion to the address on the application and not returned to Maine Development Associates within the time frame stated will be rejected for incompleteness and receive notice in writing of such.

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

4. As vacancies occur, first priority of consideration will be given to current residents on a transfer list and then those not on a transfer list within the property needing the size or design of the vacant unit. These are reviewed according to chronological date order of placement on the waiting list for such unit providing resident meets the program requirements at the time of the vacancy and is not in any Lease violations.

Second priority of consideration is a qualified applicant from the waiting list matching the size or design of the unit established by chronological date order of receipt of applications and beginning first with the very-low income then low income and moderate. If there is no waiting list for the size or features of the unit, and no response as a result of required advertising, a one-year Lease term may be granted to an applicant whose household is occupancy ineligible but is income eligible.

During residency, residents within a twelve-month Lease term who are underutilizing the size of a unit, according to their chronological position on the transfer lists, will be offered the opportunity to move with a thirty day notice to an appropriate vacant unit providing they still meet program guidelines and are in compliance with their Lease. When there is an eligible applicant on the waiting list for their type unit and the resident is offered and refuses to move to an appropriate offered vacant unit within thirty days of being advised of its availability, resident must vacate the property by the expiration of their Lease.

If a household within a twelve-month Lease term is determined occupancy ineligible and their Lease expires and there are no eligible applicants for that unit, the household may be given the option to remain in the unit on a 30 day lease. When an eligible applicant applies for their unit, the resident will be given a 30 day notice to vacate the unit.

If a resident is appropriately utilizing the bedroom size of a handicap designed unit, but does not need the design features, and a qualified applicant is placed on the waiting list needing those design features, the resident may remain in the unit until a standard appropriately sized unit is available. The resident will then be required to move to the standard unit within thirty

days of notification. If the resident refuses to move to that unit within thirty days, their tenancy will be terminated.

As vacancies are filled, applicants on the waiting list will move up their respective waiting list in chronological date order. 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.

5. 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.)
6. Applicants will be rejected for the following reasons:
  - 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 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 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. Poor credit history involving utilities or previous rentals.
- p. Applicant must comply within timeframes stated by Management to any requests. Applicant must return telephone calls and necessary forms and respond by the stated date in any letter sent to the address of record to update the continued interest to remain on the waiting list or to make contact for a vacancy occurring. Return by the postal service indicating any mail is undeliverable shall result in the applicant being rejected.
- q. Application must be completed in its entirety. If incomplete, the application will be placed on the appropriate waiting list but returned for completion to the address of record. Failure to return the fully completed application or to provide requested information within the time frame stated, or an application returned by the postal service as undeliverable shall result in applicant being rejected.
- r. 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 for their household 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.
- s. A personal home interview conducted with an applicant maintaining their own dwelling or area within a dwelling located within a 30 miles radius of Maine Development Associates' staff did not 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.

If all the above criteria are met in a satisfactory manner, the applicant will be given notice that they are eligible for occupancy and the verification process shall begin. Commencement of the verification process does not guarantee acceptance for housing. A final decision on eligibility will be made once all verifications are complete. Any applicant not meeting the above criteria will receive a letter stating the reason for rejection and, if they wish, the right and manner in which to appeal the decision.

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; 7CFR 3560.160 Grievance procedures, 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 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 Rural Development properties professionally managed by Maine Development Associates.*

**TENANT ELIGIBILITY AND OCCUPANCY REQUIREMENTS ELDERLY & FAMILY HOUSING**  
**For Rural Development Properties professionally managed by Maine Development Associates.**

**1. ELIGIBILITY REQUIREMENTS:**

**FAMILY HOUSING:** (**Blue Hill, Bridge Hill, Eastland Park, Eddy Heights, Hillside Park, Hunnewell, Mariner Woods, Mars Hill Manor, Quoddy Farms**) may be occupied by any combination of elderly (62 or older) or disabled applicants or any applicant who is of legal age. Applicants must have an annual adjusted income that does not exceed the moderate income limits as determined by Rural Development. Zero income applicants are not eligible as applicants must be able to afford daily living expenses. If rental assistance is not available, 30 percent of the applicant's household income must equal the minimum of gross basic rent or the applicant must have sufficient assets to afford rent and daily living expenses at the discretion of management.

**ADDITIONAL NOTE ON ELIGIBILITY FOR QUODDY FARMS.** As **Quoddy Farms** is a Rural Development property layered with Tax Credits, in addition to Rural Development income limits, eligibility for housing is based on Tax Credit income limits (published yearly by HUD). In an income qualified household of all full-time students, the unit must be the household's primary residence and the head/co-head of the household cannot be claimed as dependents on another person's income tax filings. Annual certification of full-time student status will be required. Households above tax credit eligible incomes as defined by HUD's yearly published income limits are not eligible.

**ELDERLY HOUSING:** (**Freeman Forest, Glenridge, Lincoln Court, Northland Park, Salmon Falls**) may be occupied by eligible elderly which is defined as 62 or older or disabled applicants. As this is federal elderly housing, we are exempt from renting to non-elderly families with children. Applicants must have an annual adjusted income that does not exceed the moderate income limit as determined by Rural Development. If rental assistance is not available, 30 percent of the applicant's household income must equal the minimum of the basic rent plus utility allowance or the applicant must have sufficient assets to afford rent and daily living expenses at the discretion of management.

Maine Development Associates will follow the occupancy policies of Chapter 6, Section 3 of the Rural Development Handbook HB-2-3560.

**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 rental 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 rental 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 rental

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 the following Occupancy Requirements:

**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
(Quoddy Farms ) 3	3	6

*\*RD Occupancy Exception granted at Eddy Heights - Minimum is 1 person –(no 1 bedroom units)*

For Rural Development Properties: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington D.C. 20250-9410 or call (800) 795-3272 (Voice) or (202) 720-6382 (TDD).



Equal Housing Opportunity

