

**Monfort Height, St. Agatha; Northern House, Ft. Fairfield; Woodland Manor,
Baileyville**

**TENANT SELECTION PLAN
AND WAITING LIST PROCEDURES**

APPLICATIONS and WAITING LIST PROCEDURES

Applications must be completed in their entirety and signed by all members who are 18 years of age and older. Failure to do so will result in the application being rejected with written notification to the address listed on the application.

Applications received will be reviewed to determine they fall within the income limitations for the property applied for. Applications within the income limitations are placed on the appropriate waiting list according to the date received, and the applicant is notified in writing at the address stated on the application. Placement on the waiting list does not guarantee acceptance or approval of the application. An approval on the application will be determined when the applicant is next to be considered for an available apartment. If an application is not within the income limitations, the applicant will be notified in writing sent to the address stated on the application that they are not eligible for the property.

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 letter will state the date a response is required in order to remain on the waiting list or be considering for the vacancy occurring.

Applicants 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.

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.

HUD INCOME TARGETING REQUIREMENTS

Per HUD requirements, preference must be given to house extremely low income families needed to satisfy HUD's yearly income-targeting requirements. To accomplish this, 40% of new move-ins each year must not exceed the higher of the Federal Poverty level or 30% of the area median income for the county the property is located in. Maine Development has selected the HUD option to accomplish this by every other unit being rented to an extremely low income family. The alternating selection when the next vacancy occurs will be from the top of the waiting list. If after reasonable marketing there are insufficient ELI applications when needed, the vacancy will be rented to an otherwise eligible family from the top of the waiting list with documentation in the file of the marketing efforts to reach an ELI applicant. This alternation will affect the order in which applicants are selected from the waiting list when a vacancy occurs.

ORDER OF FILLING VACANT UNITS

First consideration will be given to residents within the property according to the chronological date order of the request for need of such unit providing resident meets the program requirements at the time of transfer to the new unit which include, but are not limited to, factoring in the HUD Income Targeting if part of the household is remaining behind in the original unit and that the resident is in lease compliance.

If there are no such requests from within the property, the **second** consideration will be given to residents residing within the portfolio of properties managed by Maine Development Associates according to chronological date order of the request for such unit providing resident meets the program requirements at that time and is in lease compliance. When moving a resident from one property to another, the HUD Income Targeting Requirements must be applied regarding the vacant unit.

If there are no such requests from within the properties managed by Maine Development Associates, the **third** consideration is a qualified applicant from the waiting list while applying the HUD Income Targeting requirements on the vacant unit.

If there is no waiting list for an accessible unit or particular size unit, and no response as a result of advertising and outreach, an exception may be requested from MaineHousing who in turn will 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 when there is a qualified and approved applicant on the waiting list for the unit they are occupying under the exception.

UNIT TRANSFER PROCEDURE

Current residents requiring a unit transfer for the following reasons will be given preference for an available unit over applicants on the waiting list:

1. A required unit transfer due to family size or changes in family composition. When an owner determines that a transfer is required, the tenant may remain in their current unit and pay the HUD approved market rent or must move within 30 days after notification that a unit of the required size is available within the property.
2. A unit transfer for medical reasons certified by a doctor or the need for an accessible unit.

Current residents wishing a unit transfer for other reasons than listed above may inquire regarding the possibility. Such transfer would be conditional based on no record of consistent late or unpaid rental obligations, no record of police activity, compliance with all lease provisions and an inspection of the tenant's current unit showing no damage to the property, poor housekeeping habits or any activity resulting in health or safety hazards.

APPLICANT SCREENING CRITERIA

All applicants age 18 or older will be screened for suitability prior to residency. Screening criteria will be applied consistently to all applicants with consideration of extenuating circumstances as part of the screening process. Applicants must provide information covering the past ten years of uninterrupted history of residing in locations that can be verified.

Credit History. Priority will be given to current credit activity over older activity. All rent and utilities must be paid in full. We will obtain the necessary credit report from the credit bureau.

Rental History. Rental history must adequately demonstrate the 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.)

Criminal History. During the screening process, we will obtain the necessary criminal history background and sex offender check.*

**Note: The same criteria here applies to live-in aides also and will be checked.*

Existing Tenant Search. HUD's EIV system will be checked to determine if any household member is currently residing at another assisted location. Under no circumstance may any tenant benefit from more than one subsidy.

Additional Screening. 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 MDA's 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.

If the Screening Criteria process is met in a satisfactory manner, the application will move on to the necessary verification of income, assets and any applicable medical expenses. Commencement of the verification process does not guarantee acceptance for housing. A final decision on eligibility will be made once all written verifications are obtained.

APPLICATION REJECTIONS

Applications will be rejected for the following reasons:

- a. Loud or obnoxious behavior or any prior rent 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. Home interview did not demonstrate the ability to comply with all aspects of the Lease.
- d. Past rental history that indicates they do not have the ability to maintain a safe and sanitary dwelling.
- e. 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.
- f. Past history indicates they have been late without a valid reason on any installment loan payment.
- g. 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).
- h. Poor credit history involving utilities or previous rentals.
- i. 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.
- j. Non-related non-family professional references did not confirm the applicant's ability to follow lease obligations for tenancy.

- k. 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 of being subject to a state life-time sex offender registration program or is currently registered under a state sex offender registration program.
- l. Any eviction.
- m. Incomplete application. All pages of the application must be completed in their entirety.
- n. If Management determines that there is 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.
- o. 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.
- p. Failure to comply within the time frames stated to any and all requests by telephone or in writing from Management, to return telephone calls, sign and/or return all forms consenting to the release of information within the time frames requested, respond to the letter of continued interest or request for contact to be made regarding a vacancy occurring.
- q. 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.
- r. If 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.)

NOTIFICATION OF REJECTION

If an applicant is denied admission to the property, they will receive a written notice stating the reason(s) for the rejection. The applicant will be given the right to appeal the decision by following the instructions included in the rejection letter.

****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.*

PROJECT AND PROGRAM ELIGIBILITY

<<Property_Name>> located in <<Property_City>>, <<Property_State>>

DEFINITIONS:

ELDERLY: Head of the household, co-head, or spouse is at least 62 years of age

NEAR ELDERLY: Head, spouse, or sole member is a person with disabilities who is at least 50 years of age, but below the age of 62; or two or more persons with disabilities who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62, living with one or more live-in aides.

NON ELDERLY DISABLED: Head of the household, co-head, or spouse is disabled and 18 to 49 years of age.

ELIGIBILITY REQUIREMENTS

An applicant must possess the legal capacity to enter into a lease agreement and must be Elderly. If there is an insufficient number of **Elderly** families available to fill the units designated for Elderly, the unit will be offered to a **Near Elderly Disabled** applicant. If there is an insufficient number of Near Elderly persons with disabilities, we will offer the unit to the next eligible applicant on the waiting list without regard to preferences.

A reservation of a minimum of 10 percent of the units within the property is set aside for occupancy for households that are **Non-Elderly Disabled** households. If there is an insufficient number of Non-Elderly Disabled households, we will offer the unit to **Near Elderly Disabled** household. If there is an insufficient number of Near Elderly persons with disabilities, we will offer the unit to the next eligible applicant without regard to preferences.

SOCIAL SECURITY NUMBERS

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.

BIRTH CERTIFICATES

Applicants must provide a copy of each household member's birth certificate issued by the birth Town, State or Hospital as documentation of the age and citizenship of each household member. An applicant cannot be housed unless they submit the required proof of age/citizenship documentation.

CITIZENSHIP

Assistance in subsidized housing is restricted to U.S. Citizens or non-citizens who have eligible immigration status as determined by HUD. All family members, regardless of age, must declare their 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. 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.

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.

OCCUPANCY STANDARDS:

<u>No. of Bedrooms</u>	<u>Minimum</u>	<u>Maximum</u>
1	1	2
2	2	4

Households may request to be placed on the waiting list for any unit size that fits their household size. If a household, based on the number of members, would qualify for more than one unit size, they may choose the unit size, or sizes, they prefer.

A single occupant cannot occupy a unit with two bedrooms unless

1. is a person with a disability that needs the larger unit as a reasonable accommodation or
2. has a verifiable medical need for a larger unit or
3. is a remaining family member of a resident family and no appropriately sized unit exists at the property or
4. is a remaining family member of a resident family and no appropriately sized unit is currently available.

INCOME ELIGIBILITY REQUIREMENTS

HUD establishes and publishes income limits annually based on family size for each county where a property is located based on the median income of the geographic area. The maximum percentage of the area median income for <<**Property_Name**>> is 50 percent.

NON-DISCRIMINATION

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.