

# Tenant Selection Plan



# The Centennial Senior Apartments

## Tenant Selection Plan

The Independent Living Senior Housing by The Centennial houses elderly persons 55 and older, without regard to race, color, religion, disability, familial status, national origin or gender. We do 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.

The guidelines stated below are to determine who can be admitted to reside at the facility (final approval will be subject to all verified material):

### 1. Project Eligibility Requirements:

Project Specific Requirements:

The head of household, co-head, or spouse must be fifty-five (55) years of age or older.

#### **Social Security Number Requirements:**

Applicants are required to disclose and provide verification of the social security numbers for all household members before they are admitted. If no SSN has been assigned to a particular family member, the applicant must at a minimum bring proof that an application to Social Security has been completed. Acceptable forms of proof include: Original Social Security Card, driver's license with SSN, ID card issued by a federal, state or local agency, a medical insurance provider, or an employer or trade union, earnings statement on payroll stubs, bank statement, form 1099, benefit award letter, retirement benefit letter, life insurance policy, or court records.

#### **Student Rule:**

Student eligibility is determined at move in/initial certification and at each annual certification. Student eligibility may also be reviewed at interim certification if student status has changed since the last certification. All students are required to report any change in their student status.

A student who is enrolled as either a part time or full-time student at an institute of higher education for the purpose of obtaining a degree, certificate or other program leading to a recognized educational credential will be eligible for assistance if the student meets all other eligibility requirements, meets screening criteria requirements and:

Is living with his or her parents/guardians; or

Is at least 24 years old; or

Is married; or

Is a veteran of the Armed Forces of the United States or is currently serving on

active duty in the Armed Forces for other than training purposes; or  
 Has legal dependents other than a spouse; or  
 Is a person with disabilities who was receiving Section 8 assistance as of November 20, 2005; or  
 Is a graduate or professional student; or  
 Is an independent student, defined as:

- a) The individual is 24 years of age or older by December 31 of the award year;
- b) The individual is an orphan, in foster care or a ward of the court or was an orphan, in foster care or a ward of the court at any time when the individual was 13 years of age or older;
- c) The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual's state of legal residence

Or is classified as a Vulnerable Youth. A student meets HUD's definition of vulnerable youth when:

- i) The individual has been verified during the schoolyear in which the application is submitted as either an unaccompanied youth who is a homeless child or youth (as such terms are defined in Section 725 of the McKinney-Vento Homeless Assistance Act), or as unaccompanied, at risk of homelessness and self-supporting, by
  - ii) A local educational agency homeless liaison, designated pursuant to the McKinney-Vento Homeless Assistance Act;
  - iii) The director of a program funded under the Runaway and Homeless Youth Act or designee of the director;
  - iv) The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act or a designee of the director or
  - v) A financial aid administrator.

Or, the individual is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances or  
 Has parents who are income eligible for the Section 8 program.  
 Any financial assistance a student receives under the Higher Education Act of 1965, from private sources, or from an institution of higher education that is in excess of amounts received for tuition and other fees is included in annual income, except:

1. If the student is over the age of 23 with dependent children or
2. If the student is living with his or her parents who are receiving Section 8 assistance.

Financial assistance that is provided by person not living in the unit is not part of annual income if the student meets the Department of Education's definition of "vulnerable youth".

## **2. Income Limit Requirements:**

### **Income Limits:**

A resident must meet income guidelines for the county in which the facility is located as set forth by HUD. Income limits are updated by HUD annually.

### **3. Procedures for Accepting Applications and Selecting from the Waitlist:**

#### **Procedures for Accepting Applications and Placement on Waitlist:**

A prospect's place on the waitlist is determined by the date/time they inquire (either in person at The Property or speak to a Representative of The Property via phone) to discuss their eligibility in regard to the Section 42 program guidelines. At that time, they will be placed on the waitlist; however, acceptance to the waitlist does not automatically guarantee approval for an apartment. When a unit becomes available, the applicant will be asked to provide income and asset information as required by HUD to determine program eligibility, as well as meet the additional screening criteria as described in the Applicant Screening Criteria section.

#### **Waitlist Procedures:**

An offer of an apartment will be made by telephone and, if necessary, by letter. A person offered an apartment has 24 hours from receipt of the phone call, or if notified by letter, five (5) days from the date of mailing, to notify the office of their intention to accept or reject the offered apartment. Any deviation from this time frame must be approved in writing by the Property Manager or Regional Manager. An applicant will be removed from the waitlist if mail is returned due to incorrect mailing information or if a number is disconnected or incorrect.

Any eligible person who refuses an apartment due to medically necessary reasons will not lose his or her place on the waitlist. Otherwise, any applicant who is offered a unit and refuses a third time, will be removed from the waitlist. The individual may reapply at any time. However, their position on the waitlist will be determined by the date their most recent completed application is submitted.

#### **Application Screening Criteria (fee for credit check)**

If information supplied by Applicant indicates that additional information must be obtained from a previous landlord in order to verify Applicant's compliance with Application Screening Criteria contained herein, Property Manager may seek a minimum of one reference from previous landlords listed by Applicant on his/her application.

#### **Credit History:**

This property uses a third-party scoring model to screen credit history. Applicants must have a credit score within the range deemed to be acceptable under the scoring criteria. Applicant falling below this range will be subject to a co-signer on his/her lease or a declined application. Co-signer shall be subject to the application screening criteria determined by Owner in its sole discretion.

Third party scoring model shall consider multiple factors in determining credit criteria compliance, including but not limited to satisfactory rental payment history at present and previous residences, utility-related payments, current and past foreclosures, current and past bankruptcies, and open judgment orders. An applicant showing high risk debt in collections or an open Chapter 7 bankruptcy will be denied.

#### **Criminal Background Checks:**

Management will consider all household members' criminal conviction records, in accordance with local, state, and federal fair housing laws, as part of its resident selection criteria. Management will deny any applicant who is subject to local, state, or federal sex offender registry requirements. Live-in aides are subject to the same criminal conviction screening requirements as lessees.

**Eviction History:**

An eviction from previous rental housing shall be ground for denial of an application for tenancy.

**Other Screening Criteria:**

A copy of an acceptable government-issued photo identification must be provided with the application.

If any of the above information provided is inadequate, or we do not receive a response within seven (7) days to any inquiry or request for additional information needed to process the application, the application process will proceed no further.

**Procedures for Rejecting Ineligible Applicants:**

Once the applicant screening criteria has been completed and all materials have been evaluated, any application not meeting the above requirements will be rejected. In the event that an applicant is rejected, the applicant will receive verbal or written notification. The applicant shall have fourteen (14) days from the notification to respond in writing or to request a meeting to discuss the application. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process. Responses may be directed to, The Centennial Property Manager, 400 E. Centennial Drive, Oak Creek, WI 53154.

**4. Occupancy Standards:**

Residents will be required to meet the following State and HUD standards for occupancy (information must be verified):

OCCUPANCY STANDARDS

	Household Members	
	Min.	Max.
1 Bedroom	1	2
2 Bedroom	1	4

Household members include live-in attendants.

**5. Unit Transfer Policies**

Residents have the option to transfer between apartments for medically or financially necessary reasons. A transfer request for medically necessary reasons must be accompanied by a completed Certification of Need.

Transfer requests will be placed on an in-house waiting list, in the order of the date they are received. In-house transfers have propriety in regard to apartment availability.

**6. Policies to comply with Section 504 of the Rehabilitation Act of 1973 and Fair Housing Act Amendments of 1988.**

Section 504 prohibits discrimination based upon disability in all programs or activities by recipients of federal financial assistance.

Fair Housing Act Amendment of 1988 prohibits discrimination on the basis of race, color, religion, gender, national origin, disability or familial status. We do not discriminate on the basis of disability status in the admission or access to, or employment in, our federally assisted programs and activities.

**7. Policies to comply with Victims of Domestic Violence Act (VAWA) of 2005**

The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other “good cause” for termination of assistance, tenancy or occupancy rights of the victim of abuse.

The Landlord may not consider criminal activity directly relating to abuse engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate family member of the tenant’s family is the victim or threatened victim of that abuse.

The Landlord may request in writing that the victim, or family member on the victim’s behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified time frame may result in eviction.

**8. Policy for opening and closing the waiting list for the property**

It is not our policy to close the waiting list for the property.

**9. Security Deposit Requirements**

At the time of move in the tenant is required to pay a security deposit equal to tenant’s total monthly payment.