

TENANT SELECTION PLAN

Villagebrook Apartments

Effective 6/1/17

Villagebrook Apartments, located at 278 E St Charles Road, Carol Stream, Illinois 60188, has a total of 189 units. All 189 units are subject to the Low Income Housing Tax Credit Program administered by the Internal Revenue Service. Of the 189 units, 147 are covered by a HAP Contract and a mortgage assisted under Section 236 of the National Housing Act and subject to the Emergency Low-Income Housing Preservation Act of 1987. The unit mix and program type is as follows:

Unit Type	Section 8	Non-Section 8
1 Bedroom	46	11
2 Bedroom	86	28
3 Bedroom	15	3

The criteria in this Tenant Selection Plan outlines the method by which we secure residents for the property to ensure that all applicants or potential residents are treated uniformly. Management will follow all applicable Federal, State and local laws, ordinances and regulations, including the Federal Fair Housing Law and all HUD regulations in soliciting and selecting tenants for Villagebrook Apartments.

Please contact the management office if you need help understanding this document.

- Contacte por favor la oficina de gestión si usted necesita ayuda a comprender este documento. (Spanish)
- Si vous avez besoin d'aide à la compréhension de ce document, veuillez communiquer avec le Bureau de gestion. (French)
- يرجى الاتصال بمكتب الإدارة إذا كنت بحاجة إلى مساعدة في فهم هذه الوثيقة (Farsi)
- Xin liên lạc với văn phòng điều hành nếu bạn cần giúp đỡ sự hiểu biết tài liệu này. (Vietnamese)
- Пожалуйста свяжитесь с офисом управления, если Вам нужна помощь в понимании этого документа. (Russian)
- Bitte kontaktieren Sie das Leitungsbüro, wenn Sie helfen müssen, dieses Dokument zu verstehen. (German)
- 請聯絡管理辦公室，如果你需要幫助理解這份文件。(Chinese)
- Jọwọ kan si awọn isakoso ofiisi ti o ba ti o ba nilo iranlọwọ agboye yi iwe (Yoruba)
- გთხოვთ დაუკავშირდეთ მართვის ოფისის თუ თქვენ გჭირდებათ დახმარება გაგება ამ დოკუმენტის (Georgian)
- آپ اس دستاویز کو سمجھنے میں مدد کی ضرورت ہے تو مینجمنٹ کے دفتر سے رابطہ کریں (Urdu)



A copy of these policies is available from the on-site office upon request. These policies are subject to change without notice to previous recipients.

Fair Housing Policies

Information about civil rights protections provided through the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Limited English Proficiency Final Rule, the Equal Access Final Rule and the Violence Against Women Reauthorization Act are all included in the Appendix of this Tenant Selection Plan.

Smoking Policy

Smoking is allowed in individual apartments and in designated smoking areas on the property.

Smoking is prohibited in any other indoor or outdoor area. This policy applies to all owners, property staff, applicants, residents, guests, and servicepersons. "Smoking" shall include the inhaling, exhaling, or carrying of any lighted cigarette, e-cigarette, cigar, pipe, other tobacco product or other legal substance.

Use of Marijuana – Federally Funded Property

Regardless of the purpose of legalization under state law, the use of marijuana in any form, is illegal under the Controlled Substances Act (CSA) and therefore is an illegal controlled substance under Section 577 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA).

Based on federal law, new admissions of any marijuana user – including people who use medical marijuana - are prohibited. QHWRA requires that owner/agents establish lease standards that prohibit admission based on the illegal use of controlled substances including state legalized marijuana.

State laws that legalize medical marijuana directly conflict with QHWRA and thus are subject to federal preemption. Residents are prohibited from using marijuana (even in a smokeless manner).

If HUD rules change, the property Resident Selection Plan and the property House Rules may be edited to conform to the policies set forth by HUD.

No Pets

Residents are not allowed to keep pets, of any kind, in the unit. If an applicant wishes to request approval of an assistance animal – necessary to alleviate the symptoms or side-effects of a disability - the applicant (or applicant's representative) must request a reasonable accommodation.



Eligibility Requirements

Property Eligibility

Household/Resident Type

This property is designed to provide housing to low income families who meet the eligibility and screen requirements set forth in this Tenant Selection Plan. Eligibility requirements may change at any time when HUD or the LIHTC program issues new guidance.

Income Limits

Income limits may 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 accessing the following website: <http://www.huduser.org/datasets/il.html>. HUD and the IRS require that property managers incorporate the most recently published income limits when determining eligibility.

Occupancy Standards

The following occupancy standards have been adopted from the HUD Handbook 4350.3 to take into account the size and number of bedrooms needed based on the number of people in the household.

No more than two people and no less than one person will be permitted to occupy a bedroom as to prevent the over-utilization or under-utilization of units which can result in inefficient use of housing funding. Occupancy standards also ensure that residents are treated fairly and consistently and receive adequate housing space.

Unit Type	Min # Household Members	Max # of Household Members
1 Bedroom	1	2
2 Bedroom	2	4
3 Bedroom	3	6

However, in addition to considering the number of household members and the number of bedrooms in the unit, the following factors should also be taken into account:

- The household's need for a larger unit as a reasonable accommodation for a handicap or disability; and
- Balancing the need to avoid overcrowding with the need to avoid underutilization of the space and unnecessary subsidy.



Although occupancy standards establish the appropriate unit size in relation to household size, sleeping arrangements are to be decided by the household.

The applicant is entitled to select the largest unit that these standards allow for his/her household composition. However, the applicant may choose a smaller unit if desired, provided that, as a general rule, no more than two and no less than one person occupies a bedroom.

Verifying the Need for an Accessible Unit

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

- 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
- Verify that the applicant needs the features of the unit as an accommodation to his or her disability
- 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

Counting Household Members

To determine the unit size(s) for which a household may be eligible, management:

- Must count all full-time members of the household.
- Must count all children anticipated to reside in a unit. Examples include children expected to be born to pregnant women, children who are in the process of being adopted by an adult, children whose custody is being obtained by an adult, children who are subject to a joint custody agreement but who live in the unit at least 50% of the time, foster children who will reside in the unit, and children who are temporarily absent due to placement in a foster home.
- Must count live-in attendants. A live-in aide/attendant is defined as a person who lives with an elderly, disabled or handicapped individual (s) and is essential to that individual's care and well-being, not obligated for the individual's support and would not be living in the unit except to provide the support services. While a relative may be considered to be a live-in aide/attendant, they must meet the above requirements, especially the last. The live-in-aide qualifies for occupancy only as long as the individual needing supportive services does, and may not qualify for continued occupancy as a remaining household member. An addendum to the occupancy agreement will be executed which denies occupancy of the unit to a live-in-aide after the resident, for whatever reason, is no longer living in the unit.
- May count children who are away at school but live with the household during school recesses.
- May establish reasonable standards for counting household members that are temporarily in a correctional facility. For example, it is reasonable to count a teenager who will return to the household in six months from a detention center, while it is not reasonable to count an adult member who may return to the household following two years of incarceration.
- Must count foster adults living in the unit.



NOTE: Additional bedroom space will not be provided for others who are not members of the household - such as adult children on active military duty, permanently institutionalized household members, or visitors.

Household Characteristics

HUD does not restrict the admission of single persons to assisted housing. However, applicants must be at least 18 years of age to be eligible for housing at the development.

Program Eligibility

Disclosure and Verification of Social Security Numbers

Disclosure of Social Security numbers will be required.

The applicant must disclose and provide documentation of social security numbers (SSN) for all household members, live-in aides, and foster children.

The SSN requirements do not apply to applicants who (a) are 62 years of age or older as of 1/31/2010 and whose initial determination of eligibility for assistance was begun prior to this date, and (b) do not contend eligible immigration status under the Noncitizen Rule.

Assistance shall not be denied to a mixed household due to the nondisclosure of the SSN of a member not contending eligible immigration status. Since this member does not qualify for assistance, the household assistance will be prorated.

Adequate documentation to verify the accuracy of the SSN means a valid social security card issued by the Social Security Administration (SSA) or an original document issued by a federal or state government agency, which contains the name, SSN, and other identifying information of the individual. Pursuant to HUD Notice HI 0-08, the following alternative documents are allowable so long as they contain the aforementioned information:

- Driver's license with SSN
- Earnings statement on payroll stubs
- Bank Statement
- Form 1099
- SSA benefit award letter
- Retirement benefit letter
- Life Insurance Policy
- Court records

If an otherwise eligible applicant is unable to meet the SSN disclosure, documentation, and verification requirements, the applicant will not be offered the available unit for which he/she has applied, but will retain his/her position on the waiting list. If, however, the applicant fails to submit the SSN and required documentation within 90 days from the date



they would have first been offered a unit, the applicant will be determined ineligible and dropped from the waiting list.

Secondary Verification of the Social Security Number

The Social Security Number provided will be compared to the information recorded in the Social Security Administration database through HUD's Enterprise Income Verification System (EIV) for applicants under the Section 8 program to ensure that the Social Security Number, birth date, and last name match.

If EIV returns an error that cannot be explained or resolved, assistance and/or tenancy may be terminated and any assistance paid in error must be returned to HUD. If the applicant/resident deliberately provides an inaccurate Social Security Number, the owner/agent and/or HUD may pursue additional penalties due to attempted fraud.

Citizenship/Immigration Status Requirements

Subsidized housing assistance at the development will be restricted to U.S. citizens and non-citizens who have eligible immigration status as defined by HUD.

All household members, regardless of age, must declare their citizenship or immigration status.

U.S. citizens must sign a declaration of citizenship.

Noncitizens (except those age 62 and older) must sign a Verification Consent Form and submit documentation of their status or sign a declaration that they do not claim to have eligible status. Noncitizens who are age 62 and older must sign a declaration of eligible immigration status and provide a proof of age document.

Mixed households - households with one or more ineligible household members and one or more eligible household members - may receive either prorated assistance or continued assistance as permitted by HUD.

Applicants who hold a noncitizen student visa are ineligible for assistance, as are any noncitizen household members living with the student.

Single Residency/Subsidy Criteria

The unit applied for must be the applicant's only residence. The owner/agent will not knowingly assist applicants who will maintain a residence in addition to the HUD-assisted unit.

Applicants **MUST** disclose if they are currently receiving HUD housing assistance. Residents can only receive subsidy for one unit/residence at a time. This prohibition does not prevent a person who is currently receiving assistance from applying for an assisted unit in another property.



If, for any reason, an applicant moves in to this property into a subsidized unit before moving out of another subsidized unit, the new resident will be required to pay market rent until the move out from the previous property is complete and the resident is eligible to receive HUD subsidy for this property. Assistance in the new unit will begin, if the household is still eligible, the day after assistance ends for the previous unit.

There is an exception to this rule. Children in joint custody arrangements can receive HUD housing assistance in two units when both parent/guardian families receive HUD housing assistance. However, only one household may use the \$480 dependent deduction to determine adjusted income. In these cases, additional verification is required. The owner/agent will request:

- Verification of the custody/guardianship/living arrangement - Please see Appendix D for additional information
- Verification of the use of the \$480 deduction. The owner/agent will verify use of the \$480 dependent deduction with the other owner/agent if :
 - The child will live in the unit at least 50% of the time and
 - The parent wishes to claim the \$480 deduction, and
 - Both families are receiving HUD housing assistance

All adults will be required to sign the Single Residency Form prior to moving in.

Student Eligibility for Section 8 Assisted Units

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.

A student who is otherwise eligible and meets screening requirements is eligible for assistance if the student meets one of the criteria indicated below. Section 8 assistance shall be provided to any individual who is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized educational credential; when the student:

- Is living with his or her parents who are receiving Section 8 assistance
- Is individually eligible to receive Section 8 assistance and has parents who are income eligible to receive Section 8 assistance.
- Is a veteran of the United States military;
- Is married;
- Has a dependent other than a spouse (e.g. dependent child);
- Is at least 24 years of age;



- Is a person with disabilities, as such term is defined in section 3(b)(3)(E) of the 1937 Act and was receiving assistance under section 8 of the 1937 Act as of November 30, 2005;
 - Is classified as Vulnerable Youth; A student meets HUD’s definition of a vulnerable youth when:
 - 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;
 - 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;
 - The individual has been verified during the school year 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) (42 U.S.C. 11431 et seq.), or as unaccompanied, at risk of homelessness, and self-supporting, by
 - A local educational agency homeless liaison, designated pursuant to the McKinney-Vento Homeless Assistance Act;
 - The director of a program funded under the Runaway and Homeless Youth Act or a designee of the director;
 - The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (relating to emergency shelter grants) or a designee of the director; or
 - 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

If a student does not meet the eligibility criteria above, but can prove independence from parents under HUD rules, then the student would meet HUD’s student eligibility criteria. Please see property staff if you need additional information about proving independence from parents.

If an ineligible student applies for or is a member of an existing household receiving Section 8 assistance, the assistance for the household will not be prorated but will be terminated.

NOTE: An owner cannot evict or require an ineligible student to move from a unit as long as the student is in compliance with the terms of the lease.

Any financial assistance a student receives (1) under the Higher Education Act of 1965, (2) from private sources, or (3) from an institution of higher education that is in excess of amounts received for tuition and other fees is included in annual income, except:

- If the student is over the age of 23 with dependent children or
- If the student is living with his or her parents who are receiving section 8 assistance



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

The definition of tuition is consistent with the definition provided by the Department of Education

Prohibition of Assistance to Noncitizen Students

Noncitizen students and their noncitizen families may not receive assistance. Noncitizen students are not eligible for continuation of assistance or temporary deferral of termination of assistance. A noncitizen student is defined as an individual who is as follows:

- A resident of another country to which the individual intends to return;
- A bona fide student pursuing a course of study in the United States; and
- A person admitted to the United States solely for the purpose of pursuing a course of study as indicated on an F-1 or M-1 student visa.

This prohibition applies to the noncitizen student's noncitizen spouse and noncitizen children. However, spouses and children who are U.S. citizens may receive assistance. For example, a family that includes a noncitizen student married to a U.S. citizen is a mixed family.

Student Eligibility under the Tax Credit Program

An applicant household in which all members are all full-time students shall not be eligible for housing under the Low Income Housing Tax Credit Program unless at least one of the following exceptions applies:

- The full-time students are married and file a joint income tax return.
- The full-time students are single parent(s) and his/her child is not a dependent of another individual other than the child's parents.
- At least one full-time student household member is currently enrolled in a job-training program under the Job Training Partnership Act or other similar Federal, State or Local program.
- At least one full-time student household member is currently receiving assistance under Title IV of the Social Security Act.

If none of the above exceptions applies and all members of the household are fulltime students, the household is not eligible for housing. Full-time students include individuals who are or will be attending grades K-12 or a college, university, or institute of higher learning for 5 or more consecutive months in the next 12-month period and whose student status is defined as "full-time" by the applicable educational institution.



Procedures for Taking Applications

It is the owner/agent's policy to accept and process applications in accordance with HUD guidance. The owner/agent will make a reasonable accommodation to assist in the application process if the applicant or any member of the applicant household is disabled.

Upon request, the owner/agent will provide interested parties with a copy of the application package.

The person who is indicated as the Head-of-Household (HOH) must execute and sign all documents that are included in the application package.

Before completing or executing any forms, additional copies should be made for all adult household members and in some cases for minors who will live in the unit. All adult applicants must complete the application package as instructed.

The owner/agent requires applicants to provide a government issued photo ID - used for verifying the identity of all applicants.

In some cases and when appropriate, this ID may also be used to verify age and citizen/non-citizen eligibility status.

The owner/agent may require a birth certificate or other documentation that can be used to verify age, citizen/non-citizen eligibility status and relationship to other household members as required by HUD.

All applications can be submitted on site at the property management office. The owner/agent will accept applications using alternative methods including mail or internet submission. The owner/agent will also accept the application in an equally effective format, as a reasonable accommodation, if there is the presence of a disability.

All documents in the Application Package must be completed in full, signed and dated in order to be accepted. Applicants will not be added to the waiting list until all application forms have been properly completed and signed as appropriate.

Incomplete Applications

If management is unable to verify certain information provided in the application, such as the applicant's current address, social security number, previous landlord information, etc., the applicant will not be approved.

If the application is not fully completed or contains false information, the applicant will not be approved.



Preliminary 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.

Upon receipt of the completed application, the owner/agent will make a preliminary eligibility determination before adding a household to 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 a preliminary eligibility review indicates that a household appears 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 available.

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

Final Determination of Applicant Eligibility

When a unit becomes available, all eligibility criteria will be reviewed before a final eligibility determination is made. Being eligible, however, does not guarantee that the application will be approved.

All adult applicants (and if appropriate minors) will be subject to the certain screening based on landlord/rental history, credit history and criminal history. If the screening process determines that the family meets HUD's and the owner/agent's standards for admission, the family is found eligible.

Live-In Aides

Applicants must contact the management office staff if a live-in aide will be moving in to the unit. If the family plans to include a live-in aide, the live-in aide is not required to complete the same application forms. Live-in aides must complete the Live-in Aide Questionnaire and participate in screening and other verifications that are required.

The live-in aide must meet HUD's definition of a live-in aide.

The live-in aide has no rights to the unit as a remaining family member and must agree to relinquish possession of the unit within a reasonable time if the resident is absent for an extended period of time or if the resident leaves for any reason. The live-in aide will be required to sign an acknowledgment the live-in aide has no right of residency or occupancy if the resident is absent or if the resident moves out for any reason including death.



Waiting Lists

Tax Credit Units - No Section 8 Subsidy

A traffic card will be completed for any person interested in renting an apartment. The traffic card requests general information regarding the person's name, address, household size, and income.

If, based on the information provided in the traffic card, the person is found to be qualified and expresses an interest in renting an apartment, an application will be provided. These applications will be processed and, if approved, units assigned on a first-come first-served basis and according to the applicant's desired date of occupancy.

Section 8 Units

If the waiting list is open and an applicant calls or stops by the site office, or visits the property web site, about a Section 8 assisted unit, he/she will be given, mailed, or given access to a preliminary application to complete. The preliminary application must be returned by mail, e-mail, or online through the property website and will be reviewed. Persons who return a completed preliminary application and, based on the information provided in the preliminary application, appear to be qualified for Section 8 assistance will be added to all applicable open waiting list(s) according to unit size and type on a first-come first-serve basis as of the time and date the preliminary application was received by the management office. Management will inform the applicant in writing that his/her name has been added to the waiting list(s).

If a person is not eligible for Section 8 assistance, or is otherwise ineligible for housing at the development because he/she does not meet the applicable income or household composition standards, he/she will be informed of this determination in writing and instructed that he/she has the right to meet with management and should reapply if his/her income or household composition should change.

A separate waiting list will be maintained for each unit size and type.

Maintaining the Waiting Lists

An annual update letter will be sent by regular mail to each applicant on the waiting lists once a year in the month of December instructing him/her to complete and return an attached reply card if he/she is still interested in living at the property. The letter will also advise the applicant that the management office must receive the reply card back within 30 days after the date the letter is mailed or the applicant's name will be removed from the waiting list and no further effort will be made to contact the applicant.

Review of Rejected Applicants

Each applicant will be promptly notified in writing of the disposition of his/her application. Applicants who are rejected will be given 14 days from the date the notice is mailed to



schedule an appointment to review their file with the management agent. At the review session, the contents will be discussed with the applicant to make certain that it contains no errors with respect to the information forming the basis of the rejection. In addition, the applicant may submit a written statement for the file.

Disputed cases will be reviewed by someone from the supervisory staff of the management agent who did not make the original decision. Any additional information supplied by the applicant will be taken into account at this time

A written notice of the decision in appeals cases will be given to the applicant within 5 days of the review session. If the decision is reversed, the applicant will be offered a suitable, vacant unit. If no such unit is available, the applicant will be offered the next available unit for which he or she is eligible

The following materials for all rejected applicants will be kept on file for at least 3 years: the preliminary application, the application, the initial rejection notice, any applicant reply, the final rejection letter and all interview and verified information on which management based the rejection.

Contacting Persons on the Waiting List

If management anticipates a unit becoming available and chooses to pre-qualify applicants, or when a unit actually becomes available, the first 10 people on the waiting list for that unit size and type will be contacted by telephone as well as first class mail to schedule an interview.¹ Management will complete the initial telephone calls and mailings to these individuals on the same day.

If management anticipates a unit becoming available and is pre-qualifying applicants in advance, the household that is highest on the waiting list and completes the interview, has all third party verifications returned, otherwise has the application file completed at the time the unit becomes available, and meets all tenant selection criteria will be offered the unit. Those persons who respond as required and are not offered the unit, but still appear qualified at that time, will be notified that the unit has been rented and that he/she will retain his/her position on the waiting list.

If a unit actually becomes available and management has not pre-qualified any applicants, the household that is highest on the waiting list and is first to complete the interview, have all third party verifications returned, otherwise have the application file completed, and meets all tenant selection criteria will be offered the unit. Those persons who respond as required and are not offered the unit, but still appear qualified at that time, will be notified that the unit has been rented and that he/she will retain his/her position on the waiting list.

1

Management reserves the right to run a credit and criminal background report on an applicant prior to an interview being scheduled or rental application being completed based on the release signed by applicant in the Preliminary Application. If an applicant is rejected due to the results of such a credit and criminal background report, all rejection procedures as set forth in this Tenant Selection Plan will be followed.



Those applicants who were not offered the unit but were eligible to remain on the waiting list will be considered pre-approved if they have otherwise completed the entire application process and met all tenant selection criteria.

When another unit of the same size and type is expected to become available or actually becomes available, the pre-approved applicant who is highest on the waiting list will be offered the unit. If more than 120 days have passed since the date management received the pre-approved applicant's verifications, management will re-verify the necessary information.

If the applicant is no longer qualified for the unit, management will inform the applicant of this fact. Management will then contact and process the next highest, pre-approved applicant on the waiting list. If there are no more pre-approved applicants on the waiting list, management will contact persons on the waiting list as set forth in paragraph 1a or 1b of this section.

Income Targeting Requirements

The annual income of at least 40% of the applicants admitted into the development in any fiscal year under the Section 8 contract must be at or below 30% of the area median income (ELI). The annual income of the remainder of the applicants admitted must be at or below 50% of the area median income (VLI). Median income is determined by HUD from time to time and is adjusted for household size.

Management may be required to make exceptions to this procedure in order to fulfill the HUD Income Targeting Requirements under which at least 40% of the households admitted within the fiscal year under the Section 8 contract are classified as extremely low-income (ELI). Management will take the following steps to ensure compliance:

- For each vacancy management will examine the percentage of ELI admissions for the year to date;
- If the number of ELI households admitted is and will remain above 40%, applicants will be selected based on waiting list order as described above;
- If it appears that the number of ELI households admitted may fall below 40%, management will skip any non-ELI applicants at the top of the waiting list and select and process the highest ELI applicants. When management determines that the number of ELI households admitted is and will again be above 40%, management will return to selecting applicants based on waiting list order as described above. A notice of explanation will be issued to those non-ELI applicants who are skipped as a result of this process.

Limits on Section 8 Assistance (Post-'81 Universe)

In order to be eligible for Section 8 assistance, an applicant's annual income must be less than or equal to the Section 8 very low income (VLI) limits, which are set at 50% of the area's median income as determined by HUD from time to time.



The assistance being received by an in-place tenant cannot be terminated because of an increase in income to more than the VLI limits. For eligibility, the tenant must be at or below the VLI limits only at the time of admission to the project. Subsequent annual recertifications are made to determine the amount of the tenant's income that must be paid for rent.

If an applicant meets the applicable income limits at the time he or she is placed on the waiting list, but no longer meets the applicable income limits by the time he or she reaches the top of the waiting list, management will give the applicant a written notice that:

- informs the applicant that he or she is not presently eligible to be selected for assistance under the Section 8 program because his or her income is above 50% of median income and, by law, assistance must be given first to persons whose income is at or below 50% of median income; and
- advises the applicant that he or she could become eligible if his or her household income decreases, the number of household members changes, the income limit changes, or HUD grants an exception to the income limits.

Removing Applicants from Waiting List

If the applicant refuses a unit for any reason other than one that is medically related, his/her name will be removed from the applicable waiting list and no further effort will be made to contact that individual.

When an interview is scheduled but the applicant fails to attend and makes no attempt to inform the office or reschedule within 1 business day of the appointment, the applicant's name will be removed from the waiting list. If the applicant contacts or attempts to contact the management office within 1 business day of the appointment and demonstrates that he or she had good cause for missing the first appointment, such as a serious illness or accident, another appointment will be scheduled. If the applicant again fails to attend the interview, the applicant's name will be removed from the waiting list.

If an applicant's name is on more than one waiting list, the removal of the applicant's name from one list for refusing a unit or failing to attend an interview will not affect his or her status on any other waiting list.

However, if an applicant's name is on more than one waiting list and the applicant is (a) rejected for failure to meet any of the eligibility or selection criteria under this plan other than household size (i.e., not income qualified, poor credit history, criminal record, negative landlord reference, etc.) or (b) approved and accepts a unit, the applicant's name shall be removed from all other waiting lists.

Special Occupancy Categories, Preferences, and Transfers

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. Preferences affect



only the order of applicants on the waiting list. They do not make anyone eligible who was not otherwise eligible, and they do not change an owner's right to adopt and enforce tenant screening criteria.

Existing Section 8 Tenants Preference

When a vacancy occurs, first preference will be given to a Section 8 household already in occupancy that requires a transfer for the following reasons in the following order:

1. A Section 8 household VAWA Emergency Transfer
2. A Section 8 household requiring a unit transfer as a reasonable accommodation for a disability or handicap or medical reason;
3. A Section 8 household requiring a unit transfer because of a change in household size or composition that results in the unit being over occupied or under occupied pursuant to the occupancy standards set for in this plan.

An existing Section 8 household that requests a transfer to a different unit size for reasons other than those set forth in paragraph above must submit a completed preliminary application and if, based on the household's existing household size and composition, they appear to be qualified for such a transfer, they will be added to all applicable open waiting list(s) according to unit size and type on a first-come first-serve basis as of the time and date the preliminary application was received by the management office. Management will inform the applicant in writing that his/her name has been added to the waiting list(s).

Tax Credit Tenants -Non-Section 8 Units

An existing Tax Credit household that requests a transfer to a Section 8 assisted unit must submit a completed preliminary application and if, based on the information provided in the preliminary application, they appear to be qualified for Section 8 assistance, they will be added to all applicable open waiting list(s) according to unit size and type on a first-come first-serve basis as of the time and date the preliminary application was received by the management office. Management will inform the applicant in writing that his/her name has been added to the waiting list(s). The household will not be placed on any waiting lists which are closed at the time the household submits their preliminary application.

Section 236 Regulatory Preference

In accordance with Section 236 regulations, preference or priority of opportunity to occupy dwelling units must be given to families or single persons who have been displaced from an urban renewal area, or as a result of government action or as a result of a disaster determined by the President to be a major disaster.

Applicants claiming to be displaced persons within the above categories must provide written documentation to prove their status and must meet the eligibility and selection criteria outlined in this Tenant Selection Plan to be selected for residency.



Closing/Reopening the Waiting Lists

If, based upon projected turnover, the anticipated waiting list time exceeds 12 months, and it is unlikely that the new person would qualify before the persons already on the waiting list, the waiting list will be closed. Management will notify the public through all media and community contacts listed in the Affirmative Fair Housing Marketing Plan of the date the list will be closed.

When the anticipated unit assignment will be less than 12 months, the development will begin to accept names for the waiting list. Management will notify the public through all media and community contacts listed in the Affirmative Fair Housing Marketing Plan. This notice will be posted in or issued to these sources prior to the date that the development will begin accepting preliminary 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.

Neither the property owner nor its agents shall disclose any personal information contained in its records to any person or agency, other than HUD, its Contract Administrators or other federal/state entity or investor auditing entities, unless the individual about whom information is requested gives written consent to such disclosure. Such consent may be provided in an equally effective manner, as a reasonable accommodation, when there is the presence of a disability.

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.

Verification

The owner/agent shall obtain verifications in compliance with requirements set forth by the Department of Housing and Urban Development. After the preliminary eligibility determination, no decision to approve an application shall be made until information provided on the 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

Information to be verified includes, but is not limited to:

- Eligibility for Admission, such as
 - Income
 - Assets And Asset Income



- Identification
- Age
- Household Composition
- Social Security Numbers
- Citizenship And/or Legal Status
- Student Status
- Current HUD Assistance
- Allowances, such as
 - Age
 - Disability
 - Full Time Student Status
 - Child Care Expenses
 - Disability Assistance Expenses
 - Medical Expenses (For Elderly/Disabled Households Only)
- Compliance with Resident Screening Guidelines, such as
 - Criminal History
 - Credit History
 - Rental/Residence History
- The Need for an Accessible Unit

Methods of Verification

Verifications will be attempted through Upfront Income Verification (Section 8 applicants only), third-party, notarized or witnessed statements from the household member. Each file will be documented, when appropriate, to show that staff attempted to obtain third-party verification before relying on family certification.

The owner/agent will be the final judge of the credibility of any verification submitted by an applicant. If the owner/agent questions the validity of a document or the validity of information provided, it will be reviewed by management staff for a ruling regarding acceptability.

Period for Verification

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

Provisions for Refusal to Sign Required Verification Forms

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



Applicant Screening Criteria

Screening is performed in a manner that is reasonable, consistent, and complies with fair housing laws.

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. This includes, but is not limited to, live-in aides, security/police officers or additional household members wishing to move-in after the initial move-in. Certain exceptions apply to children/minors. The current screening guidelines in place at the time the new household member applies will be used to determine eligibility for admission

Screening For Drug Abuse and Other Criminal Activity

HUD has established standards that prohibit admission of:

- Any household in which any member was evicted in the last three years from federally assisted housing for drug-related criminal activity
- 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 (Note from RBD – we have added the following clarification in parenthesis but this addition is optional) (The owner/agent has implemented a policy to address the term "currently engaged". Current will be indicated and investigated if there is a record of arrest or conviction within the last two (2) years)
- 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, safety, and right to peaceful enjoyment by other residents. The screening standards are based on behavior, not the condition of alcoholism or alcohol abuse
- Any household member who is subject to any state lifetime sex offender registration requirement (household member may be removed)

In addition to HUD requirements, the owner/agent has established a policy to reject all applications where the applicant or any household member has engaged in criminal activity as described in this document.

The owner/agent will reject applications if any household member's criminal history includes one or more of the following:

- Arson
- Assault and/or battery
- Burglary
- Crimes against children
- Crimes against the government or government officials



- Destruction/damage/vandalism of property
- Domestic crimes
- Drug – sale, manufacture, or distribution
- Fraud
- Harassment
- Homicide
- Kidnapping
- Organized crime/conspiracy
- Robbery
- Sex crimes against a person
- Theft/larceny
- Weapons

Sex Offender Registration

Applicant will be declined if currently subject to registration under a state sex offender registration program.

If the owner/agent determines that a registered sex offender is part of the household, the owner/agent will allow the household to remove the sex offender from the application.

Removal must be documented using a signed, notarized copy of the owner's form. The household will have ten (10) business days to provide verification that the household member has alternative housing or that the household member has applied for alternative housing. Failure to provide such documentation will result in rejection of the application for all household members.

In this case, the owner/agent reserves the right to monitor household composition after move-in. If the owner/agent discovers that a sex offender has moved in to the unit, assistance will be terminated and the household will be evicted in accordance with HUD requirements. Any assistance paid-in-error must be returned to HUD.

If the owner/agent is unable to complete required criminal or sexual offender screening due to the applicants failure to provide required information or release forms, the application will be rejected.

If a resident or applicant has requested VAWA protections and such protections have been justified based on owner/agent investigation, the abuser/perpetrator will not be approved to live on the property.

Consideration of Extenuating Circumstances

In deciding whether to exercise discretion to admit an individual or household that has engaged in prohibited criminal activity, the owner/agent will, upon request, consider all of the circumstances relevant to the particular admission or eviction decision, including but not limited to: the seriousness of the offending action; the effect that denial of the entire household would have on family members not involved in the criminal activity; and the



extent to which the applicant has taken all reasonable steps to prevent or mitigate the criminal activity.

Additionally, when specifically considering whether to deny admission for illegal drug use by a household member who is no longer engaged in such activity, the owner/agent will, upon request, consider whether the household member is participating in or has successfully completed a drug rehabilitation program, or has otherwise been rehabilitated successfully.

Criminal Screening Discoveries

If the criminal background investigation results indicate that the applicant does not meet the criminal screening criteria, the owner/agent will reject the applicant in accordance with HUD guidance and the owner/agent's standards for applicant rejection.

Before rejecting the household, the owner/agent will compare the information provided by the applicant with the criminal history report. If the information conflicts, the owner/agent will:

1. Notify the household of the proposed action based on the information;
2. Provide the content of the criminal record and information about how to obtain a copy of the information;
3. Provide the applicant with an opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency;
4. Allow the household the opportunity to remove the household member.

In this situation, applicants will have ten (10) business days to contact the owner/agent and provide documentation to refute the criminal discovery. If the applicant fails to contact the owner/agent or indicates that he/she cannot provide documentation to refute the criminal discovery, the owner/agent will reject the application and remove the household from the waiting list.

If, after move-in, the owner/agent discovers that there was criminal history that would have resulted in rejection, the owner/agent will contact the resident to ascertain the accuracy of the criminal report. If the resident would have been rejected had the information been known at the time of the eligibility determination, the owner/agent will take appropriate action including notifying HUD's Office of the Inspector General of potential fraud and pursuing termination of tenancy (eviction).

Screening Credit History

The owner/agent reviews each adult applicant's credit history.

The owner/agent does not consider medical bills/expenses when reviewing credit history.

The owner/agent does not consider student loans and/or expenses when reviewing credit history.



Bankruptcy: The owner/agent will reject any applicant with a discharged bankruptcy (Chapter 7 or Chapter 13) within the last two (2) years. The owner/agent will consider the applicant if the bankruptcy was dismissed and other credit information is "positive".

Foreclosure: The owner/agent will reject any applicant named in a foreclosure, including foreclosure of reverse mortgages, within the last three (3) years.

Collections: The owner/agent will reject any applicant currently paying or being pursued to pay any collectible amount in excess of \$1000 when such collections began within the preceding seven (7) years. If the applicant is paying amounts due and such collections began more than seven (7) years before the eligibility determination, the collection status must be current (no outstanding balances more than ninety (90) days old). The owner/agent will use a screening company to assist with credit screening. Records to be reviewed include, but are not limited to:

- Civil judgment
- Child Support
- Federal Tax Lien
- State Tax Lien
- Forcible Detainer
- Garnishment

Utility Related Collections: The owner/agent will reject any applicant who owes any past balances exceeding \$1 to utility related collections in last 24 months.

Credit history will be reviewed to determine if there is any debt owed to a prior landlord or HUD. Applicants owing prior landlords or HUD will be rejected unless:

- Such debt has been paid or
- Applicant has entered in to a repayment agreement and can demonstrate that payments toward the principal amount(s) have been on time for the most current six (6) months

If the applicant has no credit history, the credit screening will be considered "positive".

Screening Rental History

If any member of the applicant household has been evicted from any property owned or managed by Full Circle Management for lease violations, that applicant household will be rejected.

Current landlord will be verified and documented for each applicant. One previous landlord will also be verified unless applicant has been living at his/her current landlord for 5 or more years. This includes housing for applicants who were previously homeowners or lived with parents/guardians.



Screening for Receipt of HUD Assistance in Another Unit

All applicants to the subsidized program MUST disclose if they are currently receiving HUD housing assistance. The owner/agent will not knowingly assist applicants who will maintain a residence in addition to the HUD-assisted unit on this property. 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 Existing Tenant Search provided via HUD's Enterprise Income Verification System (EIV) to determine if the applicant or any member of the applicant household is currently receiving HUD housing assistance. This includes minors and live-in aides. Note: The owner/agent cannot review the Existing Tenant Search for applicants who are exempt from the Social Security Number disclosure requirements.

Nothing prohibits a HUD housing assistance recipient from applying to this property. However, the applicant must complete move out from the current property and/or forfeit any voucher before HUD assistance on this property will begin. Special consideration applies to minor children where two assisted families share custody

If an applicant fails to fully and accurately disclose rental history, the application may be denied based on the applicant's "misrepresentation" of information and the household will be removed from the waiting list. This information will be reviewed periodically after move-in.

If any household member receives or attempts to receive HUD housing assistance while receiving HUD housing assistance on this property, the household member will be required to reimburse HUD for assistance paid in error. This is considered a material lease violation and may result in penalties up to and including eviction and pursuit of fraud charges.

Rejecting Ineligible or Unqualified Applicants

The owner/agent reserves the right to reject applicants for admission based on any of the following:

- No unit of the appropriate size exists on the property
- The household fails to meet the HUD indicated eligibility requirements for the assistance program/property
- Any non-exempt member of the household fails to provide a Social Security Number or adequate documentation to verify the Social Security Number (SSN)
- Any member of the household fails to meet the applicant screening requirements
- Any member of the household fails to sign appropriate verification documents
- Misrepresentation
- Fraud
- Any member of the household fails to respond to management inquiries for additional information during the application process
- Any member of the household fails to provide changed household information to the management company as indicated



- The owner/agent is unable to contact the applicant via US Mail (letters undeliverable or returned) and/or by phone (number disconnected or changed)
- Any member of the household has a record of eviction, for lease violations, from any property managed by Full Circle Management
- Any member of the household has a record of eviction, for lease violations, from any property within the last three years
- There is record of outstanding or overdue payments to a previous landlord
- There is record of outstanding or overdue payments to HUD
- There is record of outstanding or overdue payments to utility providers
- The household is unable to establish utilities in the new unit
- The household is unable to pay the security deposit required
- The household is unable to take possession of the unit within 30 days
- The household is unable to pay the first month's rent (TTP)
- The household refuses unit offer

Rejection Notices

The owner/agent will promptly notify the household (Head-of-Household (HOH) (HOH)), in writing, of the denial of admission or assistance. A rejection letter will be sent to the Head-of-Household (HOH) (HOH) via First Class Mail. The rejection letter will include the reason(s) for the rejection.

Appealing the Decision to Reject

Any applicant may make a request to appeal the denial in writing fourteen (14) calendar days from the date of the rejection.

The owner/agent will accept the request in an equally effective manner, as a reasonable accommodation, if there is the presence of a disability. Such requests are to be submitted to the property management office.

If there is no appeal request within fourteen (14) days, the rejection will be considered final. Reasons to appeal include:

- You believe the decision has been made in error
- You believe there are extenuating circumstances that should be considered
- You or a member of your household is a victim of abuse covered by the Violence Against Women Act and you feel your status as a victim contributes to the decision to deny
- You or a member of your household is a person with a disability, and you believe a reasonable accommodation would allow us to continue processing the application
- Your household was rejected because the application includes someone who is a registered sex offender and you wish to remove that household member

Any staff person engaged in the initial review will not be involved in the appeal. Applicants may bring a representative to assist in the appeal meeting. Applicants and/or their representatives have the right to request a reasonable accommodation to:



- Assist in facilitating your request for appeal
- To assist in your participation during the appeal meeting

The owner/agent will provide written notification of a final decision within five (5) business days of the meeting.

Offering an Apartment

When a unit becomes available and eligibility is determined, available units will be offered using one or more of the following methods:

- In writing
- Over the phone
- By email

If the owner/agent is unable to contact the household (Head-of-Household (HOH) (HOH)) within five (5) business days from the date of the letter, the offer will be canceled and the apartment will be offered to the next applicant based on the selection criteria described in this plan.

Failure to respond to the owner/agent will be considered a refusal of the unit offer. (See Right to Refusal policies.)

Offering Accessible Units

Units that have been made accessible in accordance with the Universal Federal Accessibility Standards or the Americans with Disabilities Act Accessibility Guidelines 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.

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

After move-in, if 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 an accessible unit, the unit will then be offered to the next household based on the selection order.

Before the applicant can accept that accessible unit, all adult members of the applicant household must sign an agreement that includes a requirement to move, at the household's expense, to the first available non-accessible unit that meets the household's



occupancy requirements as described in this plan. The resident household will not be required to move if:

- No unit that meets the household's occupancy requirements is available
- There is no applicant household on the waiting list requesting an accessible unit

In either of the cases above, the household will have a maximum of thirty (30) calendar days to complete the move. If the applicant fails to move in thirty (30) calendar days, assistance will be terminated. 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 Disabilities Requesting Accessibility Features

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, in compliance with the Fair Housing Act and Section 504, whether a unit meets the needs of the disabled household member. The household may accept the unit and request some modification to the unit as a reasonable accommodation. See Appendix for information about requesting a reasonable modification.

Offering Units to Applicants or Residents with Preferences

Applicants/residents 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.

Right to Refusal

The Right to Refusal Policy applies to applicants and existing residents who have submitted a Unit Transfer Request. Residents requesting unit transfer and applicants will be offered available units based on the information included in this resident selection plan.

Each household will be offered the opportunity to accept an offered apartment two (2) times. If a resident/applicant does not wish to accept an offered apartment, they have the right to refuse the offer.

Residents/applicants must notify the owner/agent of their intent to refuse the unit offer by using one or more of the following methods:

- In writing (delivered by fax, mail or other means)
- By email
- Over the phone

Note: 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.



The first time an applicant or resident refuses a unit, the unit will be offered to the next qualified household based on the selection order described above. The applicant or resident will retain the same place on the waiting list. The second time an applicant or resident refuses an offered unit, the household will be removed from the waiting list.

Right to refusal policies will be modified in two cases:

1. If a disabled applicant or resident is at the top of the waiting list, they will be offered units as they become available 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 specific accessibility requirements. Note: Certain restrictions apply to non-elderly disabled households when HUD's program eligibility requires the need for an accessible unit.
2. The applicant or resident qualifies for a VAWA Emergency Transfer and the person who is a victim of a VAWA crime or the person who is affiliated with the person who is a victim of a VAWA crime does not consider the unit "safe".

Time frame for Taking Possession of a Unit

The applicant must agree to take possession of a unit in no more than thirty (30) calendar days unless the owner/agent provides written exception to this policy.

If the applicant household does not complete appropriate paperwork and does not take possession of the unit within thirty (30) days from accepting the offer, the applicant will be subsequently rejected and removed from the waiting list. (Extenuating circumstances related to verified medical situations will be considered.)

The owner/agent reserves the right to refuse subsequent applications. The unit will be offered to the next eligible applicant/resident.

Security Deposits

Sections 8 Tenants

A security deposit equal to one month's total tenant payment will be collected from tenants participating in the Section 8 program. The security deposit must be paid upon signing the lease for the unit.

Tax Credit Tenants

A security deposit equal to \$300 must be paid upon signing the lease for the unit.

Income and Rent

Tax Credit Units with No Section 8 Subsidy



Pursuant to the Programmatic Requirements to which the development is subject, the gross annual income of the applicant, adjusted for household size, must be greater than 50% of Median Income and not in excess of 60% of Median Income. Median Income is determined by HUD from time to time and is adjusted for household size.

The tenant must pay the lesser of 30% of his or her monthly Adjusted Income or the Fair Market Rent adjusted for the utility allowance toward the rent of the unit. If at lease renewal after initial occupancy the tenant's monthly Adjusted Income decreases below 50% of Median Income, and Section 8 assistance is not available, that tenant must pay the Floor Rent. Adjusted Income and Fair Market Rent are determined and published by HUD from time to time. Floor Rent is calculated by applying certain factors to the Median Income. These factors are set forth in the Attachment to this tenant selection plan.

Management will verify the amount and source of the applicant's income, assets as well as the size of the applicant's household. The credit records of the applicant will be obtained through a credit reporting agency at the development's expense.

Tax Credit Units with Project-Based Section 8 Assistance

The gross annual income of the applicant, adjusted for household size, must be less than or equal to the limits set by the U.S. Department of Housing and Urban Development (HUD) as published by HUD from time to time.

The tenant must pay the greater of 30% of his/her adjusted monthly income, 10% of monthly gross income, or \$25 toward the rent of the unit. The balance of the rent is paid by HUD *directly* to the owner on behalf of the tenant. The applicant must demonstrate a financial ability to pay his/her monthly contribution toward the rent of the unit. This means that the total of the applicant's monthly contribution plus tenant paid utilities and long-term monthly payments to credit accounts should be less than 45% of total monthly income.

Management will verify the amount and source of the applicant's income, assets, any eligible medical and other expenses, as well as the size of the applicant's household. The credit records of the applicant will be obtained through a credit reporting agency at the development's expense.

Unit Transfer Policies

The owner/agent will accept requests for transfer based on the following:

1. There is a need for a unit transfer because of a change in household size and/or composition
2. There is a verified need for a reasonable accommodation or a verified medical need for a different unit
3. The resident has requested and qualifies for a VAWA Emergency Transfer

Except under specific circumstances, unit transfers will be granted only if:

- The household has not given notice to move



- The resident is not being evicted
- The resident is current for all outstanding charges
- The resident has not entered in to a repayment agreement for failing to fully and accurately report income or household composition
- The resident has no record of more than one minor lease violation in the last 12 month
- The resident has no record of any major lease violations
- The resident complies with lease provisions regarding decent safe and sanitary conditions of the current unit

A household living in an apartment too large for its needs will not be required to move if there are no applicants waiting for the bedroom size to be vacated by the transfer.

An appropriate sized unit will be available before the resident household is required to move. At that time, the household will have thirty (30) days to complete the transfer or face termination.

Security Deposits & Unit Transfers

When a resident transfers to a new unit with all other household members, the owner/agent will transfer the existing security deposit to the new unit. The resident will receive a bill for fees or damages. This bill must be paid within 30 days.

Household Split

In some cases, a household may split. A Split Household is defined as one assisted household becoming two or more assisted households.

This happens when one or more household members move out of the unit in to a new unit. Some of the original household members remain in the original unit.

When this happens, those members establishing a “new” household will be treated as applicants with a preference. New application documents must be completed and submitted to the owner/agent.

The “new” household must be eligible and must meet all screening requirements. The resident selection plan in effect at the time of the final eligibility determination will be used.

Please note: Special consideration applies to people who are victims of VAWA crimes or people who are affiliated with victims of VAWA crimes – specifically when the accused perpetrator lives in the unit. Please review the VAWA policy – Lease Bifurcation - in Appendix E or contact property staff for additional information.



Security Deposits & Household Splits

If the household “splits” and one or more residents remain in the original unit, the original security deposit will remain with the original unit and a new security deposit will be collected for the new unit.

Changes in Household Composition

Adding Household Members after Initial Occupancy

The owner/agent must approve any new adult household member before he/she moves in to the unit.

Eligibility criteria, screening criteria and compliance with occupancy standards will be reviewed before the new household member is approved or denied.

The request to add a new household member will not be considered if the resident has provided notice to vacate the unit. This helps prevent applicants from “jumping” ahead on the waiting list.

Any new adult household member will be considered an applicant and must participate in the eligibility determination and screening processes described in the resident selection plan in place at the time of the eligibility determination.

The rent/assistance payment will be re-calculated to reflect any income or allowances for the new household member. If the rent increases, the increase will take effect the first of the month following delivery of a 30-day notice of change to rent. If the rent decreases, the decrease will take effect the first of the month following the addition of the new household member.

This policy applies to live-in aides as well. Screening criteria will also be applied to live-in aides, except for the criterion regarding credit 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.

Information about new household members who are minors must be provided to the owner/agent as quickly as possible but within no more than thirty (30) calendar days. This includes, as applicable, required eligibility information including Social Security Numbers, proof of citizenship or non-citizen eligibility and other pertinent information.

If the new household member is under the age of six, special consideration regarding Social Security Number disclosure and verification of Social Security Numbers is given. The household will be given ninety (90) calendar days to provide the Social Security



Number and adequate documentation to verify the Social Security Number provided. In some cases, an additional ninety (90) days may be provided.

If the household fails to provide the required Social Security Number information within the allotted timeframe, the household's tenancy will be terminated (eviction) in accordance with HUD requirements.

Each dependent child that lives in the unit may be eligible for a \$480 deduction that decreases the monthly rent payment by roughly \$12.00 per month. The rent payment will be re-calculated to reflect any income or allowances for the new household member.

If the rent increases, the increase will take effect the first of the month following delivery of a 30-day notice of change to rent. If the rent decreases, the decrease will take effect the first of the month following the addition of the new household member.

Failure to notify the owner/agent about changes in household composition as described above may result in retroactive rent changes and/or termination of subsidy/tenancy for the entire household. Please contact the owner/agent or property staff if you have questions about this policy.

Removing Household Members after Initial Occupancy

Residents must notify the owner/agent if any household member listed on the lease or on HUD Form 50059 leaves the unit. This notification must occur as quickly as possible but within no more than thirty (30) calendar days.

Upon notice, the rent payment will be re-calculated to remove any income or allowances for the previous household member. If the rent increases, the increase will take effect the first of the month following delivery of a 30-day notice of change to rent. If the rent decreases, the decrease will take effect the first of the month following the removal of the household member.

Failure to provide notice to the owner/agent, within thirty (30) days, could result in rent increases retroactive to the first of the month after the household member left. Subsidy paid in error will be returned, as required, to the Department of Housing & Urban Development.

If the resident fails to notify the owner/agent of a change in household composition within thirty (30) calendar days, and that change would result in a rent decrease, the owner/agent will make the decrease effective the first of the month following the notice. No retroactive rent credits will be returned to the resident.

Failure to notify the owner/agent about changes in household composition may result in termination of subsidy and/or tenancy for the entire household. Please contact the owner/agent if you have questions about this policy.



Apartment Inspections

All apartments must undergo periodic inspection conducted by the on-site management team, HUD or HUD's representatives/agents. These inspections include not only interior but also exterior inspections. Residents have the right to be present, and are, in fact encouraged, to be present during unit inspection.

The move-in inspection is an opportunity to familiarize the new resident with the property and the unit, as well as to document its current condition. By performing move-in inspections, the owner/agent and residents 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 residents with the operation of appliances and equipment in the unit.

The move-out inspection is conducted when a household vacates a unit. The owner/agent will list the damages on the Unit Inspection Form and compare it with the Unit Inspection Form completed at move-in to determine if there is any damage or excessive wear-and-tear.

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. At this time, residents may be charged for damages to the unit so long as those damages are not the result of normal wear-and-tear.

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



Appendix A – Request for Reasonable Accommodation or Modification

The owner/agent is committed to complying with the Fair Housing Act and Section 504 of the Rehabilitation Act by ensuring that its policies and practices do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities in connection with the operation of housing services or programs solely on the basis of such disabilities.

If an individual with a disability requests an accommodation or modification, the owner/agent will fulfill these requests, unless doing so would result in a fundamental alteration in the nature of the program or create an undue financial and administrative burden. In such a case, if possible, the owner/agent will offer an alternative solution that would not result in a financial or administrative burden.

The owner/agent informs all applicants/residents that, at any time, the applicant/resident or a person acting on behalf of the applicant/resident may make a request for reasonable accommodation or modification for an individual with a disability.

At the time of application, all applicants are provided with a copy of the Reasonable Accommodation - Modification Policy. This is provided in writing as part of the Application Package or, upon the applicant's request, the Policy will be provided in an equally effective format.

All applicants/residents are provided with a Reasonable Accommodation/Modification Request Form when requesting a reasonable accommodation or modification. The request will be accepted in an equally effective format, as a reasonable accommodation, if there is the presence of a disability. A resident or applicant may submit the request in writing, orally, or use another equally effective means of communication to request an accommodation or modification.

Residents and applicants may contact the management office located within their property for information about requests.

The owner/agent will provide an initial reply to requests as quickly as possible, but no more than ten (10) business days from the receipt of the request unless the owner/agent explains the delay. Response may include but is not limited to:

1. Request Approval
2. Request Denial
3. Request for Additional Information or Verification of Need

The owner/agent will consent to or deny the request as quickly as possible. Unless the owner/agent explains the delay, the applicant/resident will be notified of the decision to consent or deny within no more than thirty (30) calendar days after receiving all necessary information and documentation from the resident and/or appropriate verification sources. All decisions to grant or deny reasonable accommodations will be communicated in writing or, if required/requested, in an alternative format. Exceptions to the thirty (30) day period



for notification of the owner/agent's decision on the request will be provided to the resident setting forth the reasons for the delay.

If the request for reasonable accommodation or modification is denied, the requestor has the right to appeal the decision within ten (10) business days of the date of the written notification of denial. The appeal meeting will be conducted by a person who was not originally involved in the decision to deny.



Appendix B – Citizen/Non-citizen Eligibility

Applicants are required to declare U.S. Citizenship or submit evidence of eligible immigration status for each of household member seeking housing assistance. The owner/agent is required to obtain the following documents:

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

If you have any questions or difficulty in providing the described information or determining the type of documentation required, please contact the management office. If you are unable to provide the required documentation in the timeframe indicated, you must contact the management office and request an extension. If you fail to provide this information, the owner/agent cannot provide assistance.

The owner agent will offer the household assistance, providing subsidy to those household members whose documents were received on time when the following criteria is met:

- Assistance/unit is available
- The household has come to the top of the waiting list
- At least one member of the household has submitted the required documentation in a timely manner and has been determined to be eligible based on all of the criteria in this resident selection plan

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.

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/agent requires verification of the declaration. The following documents will be accepted as proof of citizenship
 - United States (U.S.) Passport
 - U.S. birth certificate
 - Other documentation as provided by HUD or DHS
- From non-citizens claiming eligible status who is 62 or older:
 - A signed declaration of eligible immigration status and
 - Proof of age
- From non-citizens claiming eligible status who is not 62 or older:
 - A signed declaration of eligible immigration status and
 - A signed consent form and
 - One of the DHS-approved documents



- Form I-551, Permanent Resident Card.
- Form I-94, Arrival-Departure Record annotated with one of the following:
 - "Admitted as a Refugee Pursuant to Section 207";
 - "Section 208" or "Asylum";
 - "Section 243(h)" or "Deportation stayed by Attorney General"; or
 - "Paroled Pursuant to Section 212(d)(5) of the INA."
- Form I-94, Arrival-Departure Record (with no annotation) accompanied by one of the following:
 - A final court decision granting asylum (but only if no appeal is taken);
 - A letter from an DHS asylum officer granting asylum (if application was filed on or after October 1, 1990) or from an DHS district director granting asylum (application filed was before October 1, 1990);
 - A court decision granting withholding of deportation; or
 - A letter from an asylum officer granting withholding of deportation (if application was filed on or after October 1, 1990).
- A receipt issued by the DHS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and that the applicant's entitlement to the document has been verified.
- Other acceptable evidence.

If other documents are determined by the DHS to constitute acceptable evidence of eligible immigration status, they will be announced by notice published in the Federal Register.

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). Owner/agents determine the applicant's citizenship or immigration status during the initial eligibility determination 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 thirty (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 thirty (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 (or, if required/requested, in an alternative format) 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 response. When granting or rejecting extensions, the owner/agent/agent will treat applicants consistently.



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 ten (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 applicants and/or residents 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 members and one or more eligible household members—may receive:

1. Prorated assistance
2. 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 applicant or resident has thirty (30) days from receipt of the notice to choose which option to follow.

The applicant or resident may appeal the owner/agent's decision directly to the DHS. The applicant or resident must send a copy of the appeal directly to the owner/agent. The DHS should respond to the appeal within thirty (30) days.

If the DHS decision results in a positive determination of eligibility, the owner/agent can provide the appropriate housing assistance. If the DHS decision results in a negative determination of eligibility, the household has thirty (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 applicant or resident submitted 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. The 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.

Appendix D – Verification of Household Composition

In compliance with HUD’s Rental Housing Integrity Improvement Project (RHIIP), the owner/agent will make every effort to ensure that the correct assistance is provided to those who seek housing assistance.

If an applicant household indicates that one or more members should be removed from the application, the owner/agent will accept such notification from the Head-of-Household (HOH) (HOH) if it is provided on a notarized form provided by the owner agent. The following rules apply.

If the household is being rejected because a member is registered as a sex offender in any state lifetime sex offender registry, the owner/agent will take extra steps to ensure that the sex offender is not housed in any unit on the property. The household will have to provide documentation to prove that the sex offender will live at another location. Acceptable documentation includes, but is not limited to:

- Confirmation from a landlord with copy of an executed lease
- Confirmation from local police
- Confirmation from anyone who maintains sex offender registries including but not limited to:
 - Dru Djodin Sex Offender Registry
 - Megan’s List
 - State or Federal Sex Offender Registries
- New driver’s license with new address

Information will be confirmed for up to one year after move-in.

If it is discovered that the household allowed any registered sex offender to live in the unit, the applicant must understand that he/she is not qualified to receive subsidy or live on the property. All subsidy paid-in-error must be returned to HUD. Because this is a material lease violation, all household members must vacate the unit within 30 days.

One of the key requirements, at application and during residency, is to disclose who will be living in the unit at any given time. It is important to understand the difference between a resident and a guest.

Resident: A resident is any person who is listed on the application, on any Family Summary submitted and on the lease who will reside in the unit.

Guest: A guest is a person who visits any resident and may stay overnight no more than thirty (30) consecutive nights in a one-year period and may stay overnight no more than ninety (90) non-consecutive nights in any one-year period without express written consent of the owner/agent.



If the owner/agent suspects that a guest should actually be classified as a resident, the owner/agent will request a meeting with the Head-of-Household (HOH).

In accordance with HUD requirements, the resident will have ten (10) days to meet with the owner/agent. Failure to respond to the request to meet will result in termination of assistance beginning the first of the month following the 10-day notice.

If the owner/agent suspects that a guest is actually living in the unit, the owner/agent will ask for verification of alternative residence. Samples of such verification include one or more of the following:

- Verification with the United States Postal Service that no mail, for the guest, is delivered to the unit address
- A current* driver's license for the "guest" with an alternative address
- A current* lease indicating an alternative residence
- A current* utility bill in the person's name showing an alternative address
- A current* insurance policy or other such invoice/bill showing an alternative address

*Current means issued/created within the last thirty (90) days.

In addition, the resident(s), indicated on the lease, must sign a notarized statement confirming that the guest does not violate the guest policy as indicated above and does not reside in the unit.

Live-in Aides: A live-in aide must meet HUD's definition of a live-in aide:

- Is essential to the care and well-being of the resident
- Is not dependent on the resident for support
- Is only living in the unit to provide essential support

If a resident or applicant requests a live-in aide, the owner/agent is required to verify the need for a live-in aide using third-party verification.

Live-in Aides are required to complete the Live-in Aide Questionnaire. The information on the Live-in Aide questionnaire will be verified and the prospective live-in aide will be screened in accordance with the resident selection plan in place at the time of review. The live-in aide will not be screened for the "ability to pay rent" since the live-in aide is not responsible for rent payment.

The live-in aide must be approved and must sign the House Rules and the HUD-approved Live-in Aide Addendum before move-in. The owner/agent must sign a revised 50059 before the live-in aide is allowed to move-in.

If a live-in aide moves in prior to screening and prior to signing required forms, the owner/agent will issue a notice of lease violation and may pursue other action including, but not limited to eviction of the live-in aide, termination of assistance and/or termination of tenancy.



Children/Minors: At move-in, all non-exempt household members, including children, must have a Social Security Number and adequate documentation to verify the Social Security Number.

When children are later added to the household, the following will be required. For children who are born, adopted or in foster care or in another legal custodial relationship with an existing household member, the owner/agent requires the following:

- Social Security Number and proof that the number is valid
 - For children under the age of 6 years old - must be provided within ninety (90) days or owner/agent is required to terminate tenancy.
 - An additional ninety (90) may be provided if extenuating circumstances exist
- Proof of age/legal custodial arrangement
 - Birth certificate indicating that a household member is a parent; or
 - Adoption paperwork indicating that a household member is a parent as appropriate; or
 - Verification from the foster agency indicating the unit as the primary residence of the foster child as appropriate; or
 - Other documents proving legal custody arrangement as appropriate

For children who are not part of a legal custody arrangement who will be living in the unit, the owner/agent requires:

- Social Security Number and proof that the number is valid
 - For children under the age of 6 years old - must be provided within ninety (90) days or owner/agent is required to termination of tenancy. An additional ninety (90) may be provided if extenuating circumstances exist
- Two forms of proof that the child resides with a member of the household
 - Verification from a government organization indicating that the unit will be the primary residence for the minor (examples include but are not limited to school records, children services agencies, foster programs, etc.)
 - Verification from a medical professional in the know indicating that the unit will be the primary residence for the minor
 - Verification from a social service organization indicating that the unit will be the primary residence of the minor (examples include but are not limited to homeless shelters, shelters for victims of domestic violence, etc.)
 - A signed, notarized statement from an adult household member claiming guardianship of the minor child

The owner/agent does not and will not establish policies intended to exclude children. If none of the household members can provide documentation for minors, as described above, the owner/agent will meet with the resident to discuss reasonable alternatives. The owner/agent will be the final judge of what is considered adequate documentation proving household composition/residency.



Appendix E – Fair Housing & Other Civil Rights Protections

Fair Housing

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

Title VI of the Civil Rights Act of 1964

The owner/agent complies with Title VI of the Civil Rights Act of 1964 which prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance from HUD.

Section 504 of the Rehabilitation Act of 1973

The owner/agent complies with Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination, based on the presence of a disability in all programs or activities operated by recipients of federal financial assistance.

Although Section 504 protections often overlap with the disability discrimination prohibitions included in the Fair Housing Act, Section 504 differs in that it imposes broader affirmative obligations to make their programs, as a whole, accessible to persons with disabilities.

Coordinating Efforts to Comply with Section 504 Requirements

The owner/agent has designated a person to address questions or requests regarding the specific needs of residents and applicants with disabilities. This person is referred to as the Section 504 Coordinator.

Name of Section 504 Coordinator:	Corina Pitsenbarger
Address:	310 S Peoria, Chicago, IL 60607
Phone Number:	847-849-5301
TDD/TTY Number:	711 Voice Relay

Requests for Reasonable Accommodation or Modification

In accordance with the Fair Housing Act and Section 504 of the Rehabilitation Act, the owner/agent will make reasonable accommodations or modifications for individuals with disabilities (applicants or residents) unless these modifications would change the fundamental nature of the housing program or result in undue financial and administrative burden. Please see Appendix A for additional information.



Limited English Proficiency

Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)" requires the owner/agent to develop and implement a system to provide housing assistance so persons with Limited English Proficiency (LEP) can have meaningful access to assisted housing opportunities.

The owner/agent will provide for such meaningful access consistent with, and without unduly burdening the fundamental mission of the property. The owner/agent will work to ensure that people who apply for and/or qualify for housing assistance are provided meaningful access to HUD's housing assistance program.

The Equal Access Rule

The owner/agent ensures that HUD's core housing programs are open to all eligible persons regardless of sexual orientation, gender identity or marital status in accordance with The Equal Access Rule.

Protections Provided Under VAWA

The Violence Against Women Act (VAWA) provides protections to women or men who are applicant to or residents of any "covered housing program" and who are the victims of domestic violence, dating violence, sexual assault and/or stalking – collectively referred to as VAWA crimes. The owner/agent understands that, regardless of whether state or local laws protect victims of VAWA crimes, people who have been victims of violence have certain rights under federal fair housing regulation.

This policy is intended to support or assist victims of VAWA crimes and protect victims, as well as affiliated persons, from being denied housing or from losing their HUD assisted housing as a consequence of their status as a victim of VAWA crimes.

VAWA protections are provided to affiliated persons which are defined as follows:

- A spouse, parent, brother, sister, or child of the victim, or a person to whom the victim stands in the place of a parent or guardian (for example, the affiliated individual is a person in the care, custody, or control of the victim); or
- Any individual, resident/applicant, or lawful occupant living in the household of that individual.

Other than what is described above, VAWA protections are not provided to guests, unauthorized residents or service providers (including live-in aides) hired by the resident.

VAWA ensures that victims are not denied housing and housing assistance is not terminated solely because the person is a victim of a VAWA crime.



However, being a victim of a VAWA crime is not reason to change the eligibility or applicant screening requirements set forth in the Tenant Selection Plan unless such requirements interfere with protections provided under the VAWA.

For example: An owner/agent may waive the requirement to review landlord history for an applicant if the victim has provided necessary documentation to certify their status as a victim and if contacting a previous landlord would put the applicant's location at risk of exposure to the accused perpetrator.

Being a victim of a VAWA crime is not reason to waive requirements set forth in the HUD Model Lease or in any lease attachment or HUD approved lease addendum unless such requirements interfere with protections provided under the VAWA.

For example: An owner/agent may waive the requirement for a 30-day notice to vacate if the victim has provided necessary documentation to certify their status as a victim and the resident wishes to move to elude the accused perpetrator.

The owner/agent will not assume that any act is a result of abuse covered under the Violence Against Women Act. In order to receive the protections outlined in the VAWA, the applicant/resident must specify that he/she wishes to exercise these protections. If any applicant or resident wishes to exercise the protections provided in the VAWA, he/she should contact the owner/agent or the property staff immediately. The owner/agent is committed to ensuring that the Privacy Act is enforced in this and all other situations.

Confidentiality

The Notice of Occupancy Rights under the Violence Against Women Act provides notice to the resident/applicant of the confidentiality of information about a person seeking to exercise VAWA protections and the limits thereof. The identity of the victim and all information provided to the owner/agent relating to the incident(s) of abuse covered under the VAWA will be retained in confidence. Information will not be entered into any shared database nor provided to a related entity, except to the extent that the disclosure is:

- Requested or consented to by the victim in writing; or
- Required for use in an eviction proceeding or termination of assistance; or
- Otherwise required by applicable law.

The owner/agent will retain all documentation relating to an individual's domestic violence, dating violence, sexual assault and/or stalking in a separate file that is kept in a separate secure location from other applicant or resident files.

Requests & Certification

The person seeking VAWA protections may make a request for a VAWA accommodation in any reasonable manner. The resident/applicant may:

- Complete a VAWA Request Form provided by the owner/agent



- Submitted a written request (including email but not texting)
- Make a personal (oral) request either in person or via phone/Facetime, etc.

Once a request is made, the owner/agent requires that the applicant certifies their status as a victim of a VAWA crime or is a person affiliated with a victim of a VAWA crime using one of the following methods. Applicants and residents decide which of the following methods is used to certify their status as a victim of a VAWA crime or as someone affiliated with a victim of a VAWA crime.

When the owner/agent responds to a request to exercise protections provided under the VAWA, the owner/agent will request that an individual provide HUD approved form Certification as a Victim of Domestic Violence, Dating Violence, Stalking or Sexual Assault to certify status as a VAWA victim or as a person affiliated with a VAWA Victim. The person seeking VAWA protections may obtain this form from the property staff or from HUD's web site.

The owner/agent understands that the delivery of the certification form to the applicant/resident via mail may place the victim at risk, (e.g., the accused perpetrator may monitor the mail). The owner/agent will work with the applicant/resident in making acceptable delivery arrangements.

Alternatively, if the applicant/resident has sought assistance in addressing domestic violence, dating violence, sexual assault and/or stalking from a federal, state, tribal, territorial jurisdiction, local police or court, the resident may submit written proof of this outreach in lieu of the certification form.

If the person seeking VAWA protections cannot provide any of the documents described above, the person should contact the property management staff or the owner/agent to discuss acceptable alternatives. If the documents above cannot be provided, the owner/agent will be the final decision maker regarding acceptable alternatives.

The victim is not required to name his/her accused perpetrator if doing so would result in imminent threat or if the victim does not know the name of his/her accused perpetrator.

The person seeking VAWA protections will have thirty (30) calendar days from the date of the written request to provide such certification. This certification may be submitted in an equally effective manner, as a reasonable accommodation, if there is the presence of a disability.

If the owner/agent receives documentation that contains conflicting information (including certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator), the owner/agent will require an applicant or tenant to submit third-party documentation, as described above, within thirty (30) calendar days of the date of the request for the third-party documentation.



To ensure that a person is not wrongly accused of committing an act covered under the VAWA, The owner/agent will carefully evaluate abuse claims as to avoid denial, termination of assistance, termination of tenancy or eviction based on false or unsubstantiated accusations.

The owner/agent will review and respond to requests to exercise protections provided under the VAWA as quickly as possible but within no more than ten (10) business days of receiving all required documentation. The owner/agent may provide the response in any manner acceptable to the victim and the owner/agent. Responses include:

- Approval of the Request for a specific VAWA accommodation
- Denial of the Request for a specific VAWA accommodation
- Request for additional information or Request to Meet

If the request is denied, the person seeking VAWA protections will have the right to appeal. Requests to appeal must be received within ten (10) business days of the date of the denial. When requested, the appeal will be held with someone who was not involved in the original decision to deny. The owner/agent will grant a reasonable accommodation when there is the presence of a disability.

Lease Bifurcation

If the owner/agent determines that physical abuse caused by a resident is clear and present, the law provides the owner/agent the authority to bifurcate a lease (i.e., remove, evict, or terminate housing assistance to any accused perpetrator), while allowing the victim, who lawfully occupies the home, to maintain tenancy.

The owner/agent may attempt to evict the accused perpetrator, but residents should know that state/local tenant/landlord laws prevail and the owner/agent must comply with such laws. The owner/agent cannot guarantee that a court will award or enforce an eviction.

The resident must keep in mind that eviction of or termination action must be in accordance with the procedures prescribed by federal, state, and local law. The owner/agent is committed to attempting to assist the victim and persons affiliated with the victim, however, evictions are generally carried out through the court system and the owner/agent cannot override or circumvent a legal decision.

In the event that one household member is removed from the unit because of engaging in acts of domestic violence, dating violence, sexual assault and/or stalking against another household member, an appropriate certification will be processed reflecting the change in household composition. Special consideration will be given if the remaining household members are not qualified to remain in the unit as a "remaining household member".

Legal Action

Victims are encouraged to seek police/legal protection from their accused perpetrator. In some cases, The owner/agent may file a restraining order against the accused perpetrator to prevent the accused perpetrator from entering the property.

VAWA does not limit the authority of an owner/agent, when notified of a court order, to comply with a court order with respect to:

- The rights of access or control of property, including civil protection orders issued to protect a victim of domestic violence, dating violence, sexual assault, or stalking; or
- The distribution or possession of property among members of a household.

Termination of Tenancy or Termination of Assistance

VAWA does not limit an owner/agent's authority to deny, evict or terminate assistance to a resident/applicant for any violation that is not the result of an act of domestic violence, dating violence, sexual assault, or stalking.

The owner/agent will not subject the resident/applicant, who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, or is affiliated with an individual who is or has been a victim of domestic violence, dating violence, sexual assault or stalking, to a more demanding standard than other resident/applicants in determining whether to evict or terminate assistance.

VAWA does not limit an owner/agent's authority to deny, terminate assistance to or evict a resident/applicant under a covered housing program when the owner/agent can demonstrate an actual and imminent threat to other resident/applicants or those employed at or providing service to property of the covered housing provider would be present if that resident/applicant or lawful occupant is not evicted or terminated from assistance. In this context, words, gestures, actions, or other indicators will be considered an "actual and imminent threat" if they meet the standards provided in the definition of "actual and imminent threat".

Note: Actual and imminent threat refers to a physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include: The duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, and the length of time before the potential harm would occur.

Determinations about the presence of imminent danger will not be based on stereotypes, but will be tailored to particularized concerns about individual residents.



The owner/agent will take into account individual circumstances when making a determination to terminate tenancy; such circumstances might include, among other things, the seriousness of the offending action, the extent of participation by the leaseholder in the offending action, and whether the leaseholder, if not the wrongdoer, took all feasible steps to prevent the offending action from occurring and has removed the offending person from the lease or otherwise banned the offending person from the premises in the future.

Any eviction or termination of assistance, will be initiated only when there are no other actions that could be taken to reduce or eliminate the threat. Examples of such action include, but are not limited to:

- Transferring the victim to a different unit when doing so would reduce or eliminate the threat – Also see Addendum A for information about VAWA Emergency Transfers,
- Barring the perpetrator from the property,
- Contacting law enforcement to increase police presence
- Develop other plans to keep the property safe, or
- Seeking other legal remedies to prevent the perpetrator from acting on a threat

Lease Addendum

The HUD approves lease addendum will be implemented and provided in accordance with HUD guidance.

Ensuring Equal Access

If you are disabled or have difficulty understanding English, please request our assistance and we will ensure that you are provided with meaningful access based on your individual needs.

(Si se desactivan o tienen dificultad para entender el inglés, por favor solicite nuestra ayuda y nos aseguramos de que le proporciona un acceso significativo basado en sus necesidades individuales.)

Full Circle Management 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.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development’s regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

Name of Section 504 Coordinator:	Corina Pitsenbarger
Address:	310 S. Peoria Suite 500 Chicago, IL. 60607
Phone Number:	847-849-5301
TDD/TTY Number:	711 National Relay



VAWA Emergency Transfer (VET) Plan

Full Circle Management is concerned about the safety of residents and applicants, and such concern extends to residents and applicants who are victims of domestic violence, dating violence, sexual assault, or stalking – collectively referred to as VAWA crimes.

In accordance with the Violence Against Women Act (VAWA), Full Circle Management allows residents who are victims of VAWA crimes to request a VAWA Emergency Transfer from the resident's current unit to another unit. The resident is responsible for paying for any expenses associated with the move.

The ability of Full Circle Management to honor such request for residents currently receiving assistance may depend upon a preliminary determination that the resident is or has been a victim of a VAWA crime or is a person affiliated with a victim of a VAWA crime, and on whether Full Circle Management has another dwelling unit that is available and is safe to offer the resident for temporary or more permanent occupancy.

This VAWA Emergency Transfer Plan identifies:

- Residents who are eligible for an emergency transfer,
- Applicants who are eligible for an emergency transfer
- The documentation needed to request or receive an emergency transfer,
- Confidentiality
- How an emergency transfer may occur, and
- Guidance about safety and security.

This plan is based on a Model Emergency Transfer Plan published by the U.S. Department of Housing and Urban Development (HUD).

Eligibility for Emergency Transfers

A resident/applicant who is a victim of a VAWA crime is eligible for an emergency transfer when:

- The person making the request is a victim of a VAWA crime or are a person affiliated with a victim of a VAWA crime
- There is a request for a VAWA Emergency Transfer; and
- The resident reasonably believes that there is a threat of imminent harm if the resident remains within the same unit; or
- If the resident is a victim of sexual assault, the resident may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar day period preceding a request for an emergency transfer.

This is true even if the resident is not a resident in good standing.



A resident/applicant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in the Villagebrook VAWA Policy which can be obtained in the management office.

Attachment 1

Income Ratios for Non-Subsidized Tax Credit Units

- The ratio of housing cost (rent plus utilities) to monthly income should be less than 35%.
- The ratio of housing cost plus long-term obligations to monthly income should be less than 45%.
- Long-term obligations are those which require 12 months or more to pay off.

Income ratios higher than those above will not automatically disqualify an applicant. The ratios must be considered in the context of credit, assets, and employment history, potential for increases in income, etc.

Floor Rents for Non-subsidized Tax Credit Units

The Floor Rent, as described in the tenant selection plan shall be increased by applying the following factors to the Median Income*:

- 1 Bedroom 0.00937500
- 2 Bedroom 0.01125000
- 3 Bedroom 0.01289062

*These factors are set forth in the development's Use Agreement. Floor Rents will be adjusted with increases in the Median Income.