

# BLUFFS AT RATCLIFF

## TENANT SELECTION CRITERIA

Thank you for considering **BLUFFS AT RATCLIFF** as your next residence. **BLUFFS AT RATCLIFF** is a multifamily housing property that provides affordable units to households earning **50%** and below the area median income in Marion County. This property is designated as an elderly property, meaning qualified households must include a tenant, co-tenant or spouse who is age 62 years or older and/or disabled of any age.

Each adult must be screened for credit, criminal and eviction background checks when the application is selected from the waiting list for prospective tenancy. Applications may be submitted at the leasing office or interested parties may apply online through the property listing at [www.viridianmgt.com](http://www.viridianmgt.com).

This property is funded by the Section 42 of the IRC Low-Income Housing Tax Credit (LIHTC) program and the HUD Section 8 program. Eligible households must qualify under the restrictive income limits and regulations set out by this program.

For rental inquiries or other information, please contact us using the information below.

**Phone:** (503) 876-2557  
**Website:** [www.viridianmgt.com](http://www.viridianmgt.com)  
**Property Email:** [blf@viridianmgt.com](mailto:blf@viridianmgt.com)  
**Location:** 3202 Bluff Street SE  
Salem, OR 97302

### OCCUPANCY STANDARDS

Size	Minimum No. of Occupants	Maximum No. of Occupants
1 bdr	1	3

### RENT AND SECURITY DEPOSIT

Rents are subject to change annually. Please speak to the site manager for current rental rates.

The security deposit is equal to one month of the residents rent or \$50 whichever is greater.



## **1. POLICY – NONDISCRIMINATION AND ACCOMMODATIONS**

Viridian Management is committed to Fair Housing Policy and Equal Housing opportunity for prospective applicants regardless of race, color, religion, sex (gender), national origin, disabled status, familial or marital status, source of income, status as victim of domestic violence, sexual orientation, gender identification, or age. Viridian does not discriminate on the basis of disabled status in the admission or access to, treatment of, or employment in, its housing, programs or activities. Viridian complies with requirements of the Fair Housing Acts, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (ADA).

Under the provisions of Section 504 of the Rehabilitation Act of 1973, a person with a disability shall be provided with a reasonable accommodation to the extent necessary to provide such person with an opportunity to use, enjoy and occupy the apartment and apartment premises. A verification of disability as well as linking the accommodation to disability may be required. Under federal and state law, an individual is disabled if he/she has a physical or mental impairment that substantially limits one or more major life activities, including: walking, seeing, hearing, speaking, breathing, thinking, communicating, learning, performing manual tasks, and caring for oneself. Applicants should contact the Manager for further clarification related to reasonable accommodations, or how to make a request for reasonable accommodation.

## **2. APPLICATION AND WAITING LIST**

All persons interested in Viridian-managed housing may request an application either in person, or through a designated individual, at the local on-site or regional designated site office during posted office hours; or request an application to be mailed by calling the local phone number listed on the cover sheet of this document. Fax requests for applications may be sent to the fax number listed on the cover sheet of this document. TTY telecommunication is available by calling the national relay number 711. It is Viridian Management's policy to assist wherever possible especially in the accommodation requests by persons with disabilities; applicants may request assistance in completing the application if necessary.

An application must be completed **in full** by the applicant and submitted either in person to the local site office or via mail to the local or regional office. All applicants will be contacted in writing within 10 days of receipt of the application, to inform them of status of their application. Applicants are placed on the waiting list in order by date and time the completed application is received.

Applicants that submit incomplete applications will be placed on the waitlist and contacted by mail with a request to complete the application in full. If the incomplete application is not returned completed within 10 days of notification, the household will be removed from the waiting list and sent notice of the removal.

Periodically the manager will send 10-Day Waiting List Update letters out to all applicants on the waiting list to determine continued interest. Recipients of this letter have 10 days to respond. If no response is received within 10 days, the manager will send the applicant a letter to notify them that they have been withdrawn from the waiting list. Applicants that respond and wish to be removed from the waiting list will be removed and sent a letter informing them that they have been withdrawn from the waiting list.

When the manager contacts an applicant to determine continued interest, the applicant will be asked if there is anything on the application that needs to be changed. If the applicant indicates that the information

provided has changed, the site manager will schedule an appointment for the applicant to update the application.

Applicants sent a notice of available unit may refuse to begin processing for eligibility for that unit one time. The household will be skipped for that unit, but remain on the waiting list by their original application date. Applicants that refuse the second offered unit will be sent a notice of withdrawal from the waiting list, unless the applicant can demonstrate a need to turn down the unit due to an extenuating circumstance outside of their control. Additionally, if the property has project-based rental assistance but not available to all units, the applicant may request to remain on the waiting list until a unit with rental assistance becomes available.

Finally, if notices mailed to the applicant are returned as undeliverable, management will attempt to contact the applicant by any provided phone number or email address to obtain updated mailing information. If these attempts to contact the applicant fail, the household will be withdrawn from the waiting list.

All applicants must be willing to sign a release form to authorize verification of all items contained in the application, inclusive of; all income, assets and allowances along with credit, personal and landlord references. All households must provide positive identifications, as required by the funding program related to this project, of all persons who will be part of the household. Preliminary eligibility will be satisfied by using information on the application; placement of an application on the waiting list does not denote final tenant selection. Applicants may request information concerning the current status of their application by writing or calling the local site office at the number listed on the first page of this document or the Central Office at 1(541) 426-3820.

Applicants who have indicated the need for and requested the features of an accessible unit designed to assist individuals with disabilities, and have verified the need for the features of this type of unit and meet the definition of disabled, will have priority for those units. In the event, no households apply who would benefit from the features of an accessible unit, it will be offered to a non-disabled and income-eligible person on the waiting list. In this circumstance the applicants, as tenants, will be asked to sign a lease addendum agreeing to transfer (at their own expense) to another unit should an appropriately sized unit become available, and if there are households needing the features of the accessible unit.

Any applicant who requests modifications or accommodations related to their disability to non-adapted units will have consideration on those requests when selected, but with no priority for selection.

### **3. NUMBER OF OCCUPANTS**

The number of occupants residing in the unit must be in accordance with unit density standards as set forth by the Owner/Manager. In determining unit density standards, the intent of property policy is to neither overcrowd nor underutilize space. Different properties may have different density standards depending on federal or state funding for the property, bedroom sizes, unit square footage and any local ordinances and restrictions; see page one for a table of the unit density standards. The Owner/Manager may change the unit density standard during the lease term if changes in laws, ordinances or regulations make such change necessary.

Households who become under or over-housed due to changes in household composition or changes in local, state or federal ordinances or restrictions will be asked to transfer to a more suitably sized unit within 30 days. If there are no suitably sized units existing at the property, the household will be asked to vacate the property within 30 days or at the end of their lease, whichever is longer.\*

**\*Project-Based HUD-Assisted Units Only.** Households who become under or over-housed due to changes in household composition or changes in local, state or federal ordinances or restrictions will be asked to transfer to a more suitably sized unit within 30 days should one exist at the property. If an appropriately sized unit does exist at the property and the household refuses to move to the correct sized unit, the household may remain in the unit, but will pay market rent.

The unit density standard is based on the number of persons in the household and includes all full-time members of the household, persons who are away at school but live with the applicant at recesses, unborn children or children in the process of being adopted or secured by custody action, foster children and live-in attendants. Children who live in a household 50% of the year or more are also counted; however, visitors, permanently confined/institutionalized household members and children on active military duty are not counted in this determination for occupancy eligibility.

A disabled applicant who would need a larger unit to accommodate a disability would be given such consideration, even if disallowed by the property unit density standard. For specifically designed units (i.e. barrier free), applicants needing those features would be given priority even if occupancy would otherwise be considered underutilization.

#### **4. ELIGIBILITY – GENERAL**

Applicants who meet the income/occupancy guidelines and have come to the top of the income and/or other preference lists still must meet all other eligibility criteria before being approved to move in. Management will notify the applicant when their application is ready to be processed for residency. Applicants will receive notice that they must contact the manager within 10 days to begin processing or they will be issued a letter of withdrawal from the waiting list.

Applicants, in addition to any property program requirements, must also meet application, interview and reference criteria as defined below.

Applicants who have been rejected for occupancy will receive a letter detailing any applicable appeal rights and a description of the reasons for the rejection.

As previously stated, any application which is incomplete will not be processed if the applicant fails to respond to the incomplete application notice within 10 days of notice. An applicant who refuses to sign any release to allow the verification of all items contained in the application, including all income, assets and allowances along with credit, personal and landlord references, will be withdrawn from the waitlist and sent notice of withdrawal.

Applicants who exceed the maximum allowable income limits or unit density standards for a property, or who are found to have provided false answers on the application or at the interview, will be rejected.

Applicants who fail to come to a scheduled interview, unless there are extenuating circumstances, or who come to the interview under the influence of illegal drugs, intoxicated, or whose conduct is abusive, threatening, or disruptive will be rejected.

Any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug related criminal activity will be rejected. There are two exceptions to this provision. A household containing a member(s) who was evicted in the last three years from federally assisted housing for drug related criminal activity will be rejected unless the household has successfully completed an approved, supervised drug rehabilitation program or the circumstances leading to eviction no longer exist (e.g. the household member no longer resides with the applicant).

A household in which any member is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that member's 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' will be rejected.

Any household if there is reasonable cause to believe that member's behavior, from abuse or pattern of abused of alcohol, may interfere with the health, safety and right to peaceful enjoyment by other residents will be rejected.

Applicants will be rejected if it is determined that their presence or the presence of any of their household members would create an unsafe environment.

Total monthly unit rent should not exceed 50% of the household's net income (income after withholdings required by law or as a condition of employment). Food stamps will be included in the household income for this calculation. This requirement is waived if a portion of the rent will be paid by a rental subsidy. Applicants should contact the property manager if further explanation is required.

Applicants who wish to be a tenant or co-tenant must possess the legal capacity to sign all documents unless an accommodation determination for the individual to allow a guardian signature, if otherwise eligible, is made.

## **5. ELIGIBILITY – CRIMINAL HISTORY**

Applications containing a household member who is subject to, or whose name is contained in any federal, state or local sex offender registry will be rejected.

A single conviction, guilty plea, plea of no contest or pending charge for any of the following offenses may be grounds for rejection of your rental application. If there are multiple convictions, guilty pleas or no contest pleas on the applicant's record, Owner/Agent may increase the number of years by adding together the years in each applicable category. Expunged records will not be considered.

- a) Felony involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, manufacturing or distribution of a controlled substance unless applicant provides evidence acceptable to the Owner/Agent that the applicant has been crime-free for at least 10 years since the later of: i) the date of release from incarcerations; or ii) completion of parole.

- b) Any other felony charge not listed above involving: drug-related crime, person crime, sex offense, crime involving financial fraud, including identity theft and forgery, or any other crime if the conduct for which applicant was convicted or is charged with is of a nature that would adversely impact the property of the landlord or a tenant, or the health, safety or right of peaceful enjoyment of the premises of the tenant, the landlord or landlord's agent, where the date of disposition has occurred in the last seven years.
- c) Misdemeanors involving: drug-related crimes, person crimes, sex offense, weapons, violation of a restraining order, criminal impersonation, criminal mischief, stalking, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred within the last five years.
- d) Misdemeanors not listed above involving: theft, criminal trespass, property crimes or any other crime in the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant, or the health, safety or right of peaceful enjoyment of the premises of a the residents, the landlord or landlord's agent, where the date of disposition has occurred in the last three years.

Pending charges or outstanding warrants for any of the above listed offenses will cause the application to be suspended until the charges are resolved. No unit will be held awaiting the result of pending charges.

Exceptions may be made regarding some criminal charges and extenuating circumstances will be taken into consideration. Reasonable Accommodation requests may be made as to any policy or criteria. Do not be afraid to ask the property manager for more information, or for further clarification, if needed.

## **6. ELIGIBILITY – CREDIT HISTORY**

To determine eligibility, credit history will be reviewed; however, lack of credit history will not be cause for denial. Credit reports containing unpaid utility collections or judgments or other housing-related debt will be cause for denial. Cable, cell phone, and internet debts are not considered utility or housing related expenses.

If you can provide proof of extenuating circumstances around specific debts, or can demonstrate actively working on debt resolution goals, it will be taken into consideration during the application review process.

## **7. ELIGIBILITY – PUBLIC RECORDS AND RENTAL REFERENCES**

Third party rental history will be verified. Please provide references that can be contacted. Lack of rental history will not be cause for denial. Some applicants may have no previous, or current, rental or credit references, but can still offer personal non-related references. Public records or rental history, including but not limited to, the following may be grounds for rejection of your rental application:

- a) Eviction from a residence within the past five years.
- b) Eviction from more than one residence, regardless of how long ago the evictions occurred.

- c) Rental references which indicate the applicant caused significant damage to the unit, vacated the unit owing rent, were late paying their rent on four or more occasions, caused disturbances at the rental on more than one occasion, or maintained their unit in an unsanitary condition.
- d) References indicating the applicant used the rental for illegal activities or were found in non-compliance of their lease agreement on four or more occasions during the tenancy.

Applicants should be honest and disclose any information that may provide further context for an eviction, including past extenuating circumstances such as job loss and/or major medical. Successful completion of an approved second chance renters program, or proving circumstances that led to an eviction no longer exist, will be taken into consideration during the application review process.

Any rejection would be issued in a written statement to the applicant with notification of Grievance and Appeal rights, when applicable.

## **8. TRANSFER POLICY**

Current tenants requiring a unit transfer for the following reasons will be logged on an in-house transfer waitlist and given preference for appropriate units over those on the applicant waitlist and the in-house transfer waitlist. Households with the need for a fully adapted, accessible unit, and those transferring under the protections on the Violence Against Women Act (VAWA) are given priority on the in-house waitlist. Tenants must be pre-approved to transfer, and must meet tenant selection criteria, occupancy standards and program regulation as apply to the desired unit.

- a) A unit transfer for an accessible unit for a medical reason certified by a qualified professional, if disability is not apparent;
- b) A unit transfer in accordance with the VAWA Emergency Transfer policy;
- c) A required unit transfer due to family size or changes in family composition;
- d) A unit transfer for reasonable accommodation for a medical reason certified by a qualified professional, if disability is not apparent.

Current tenants requesting a unit transfer for any other reason that unit occupancy standard, reasonable accommodation, and VAWA protections will be added to the transfer waiting list and selected in order by date of request, after those with the priorities listed above are appropriately housed. Tenants must be pre-approved to transfer, and must meet tenant selection criteria, occupancy standards and program regulation as apply to the desired unit. In some cases, the household may be required to establish program and income eligibility for the desired unit if certain funding sources exist. Consideration and approval of transfer requests will be based on the following criteria, in addition to any funding requirements:

- a) Household must have been in residency at the property for at least one year;
- b) Tenants must be in good standing. Rent and other charges must be current and rental payment history is positive;
- c) Housekeeping history is satisfactory, and tenants have a positive tenancy record without ongoing or egregious lease violations.

Upon notification of an available unit, a tenant may refuse an apartment twice. In the event that a tenant refused an apartment a third time, the individual will be removed from the in-house transfer list and the request denied for that reason.

## **9. VAWA-VIOLENCE AGAINST WOMEN ACT**

That an applicant is or has been a victim of domestic violence, sexual assault, dating violence, or stalking is not an appropriate basis for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for admission.

In determining eligibility for housing in cases where the Agent, acting on behalf of the Project Owners, has become aware that the household includes a victim of domestic violence, and when screening reveals negative and potentially disqualifying information, such as poor credit history, previous damage to an apartment, or a prior arrest, inquiries will be made regarding the circumstances contributing to this negative history, to ascertain whether these past events were the consequence of domestic violence against a member of the applicant household.

Any such inquiries will make clear that members of applicant households have a right to keep any history of domestic violence against them confidential.

When inquiries reveal that the negative history was the consequence of domestic violence, sexual assault, dating violence, or stalking against a member of the applicant household, the applicant household will not be denied housing assistance on the basis of this reporting, provided that the perpetrator of domestic violence is not a member of the applicant household.

The Agent may ask for documentation establishing that the negative history was the consequence of domestic violence, sexual assault, dating violence, or stalking. The applicant shall have fourteen business days (i.e. weekends and holidays will not count in determining the deadline) to provide such documentation. The Agent may grant extensions to the fourteen-day-deadline if the applicant demonstrates good cause. The applicant can satisfy the documentation requirement in any of the following ways:

- 1) Completing a certification form verifying that the individual is a victim of domestic violence, dating violence, or stalking, and that the incident or incidents in question are bona fide incidents of actual or threatened abuse. Such certification shall include the name of the perpetrator, if it is known; OR
- 2) Providing documentation signed by any of the following third parties:
  - a) an employee, agent, or volunteer of a victim service provider;
  - b) an attorney;
  - c) a medical professional; or
  - d) other knowledgeable professional.

The person signing the documentation must have assisted the victim in addressing domestic violence, dating violence, or stalking, or the effects of the abuse. The person signing the documentation must attest under penalty of perjury to his or her belief that the incident or incidents in question are bona fide incidents of abuse. The victim of domestic violence, sexual assault, dating violence, or stalking must also sign the documentation; OR

- 3) Producing a Federal, State, tribal, territorial, or local police or court record.



All denial of assistance letters will notify applicants of VAWA's protections and that they may seek an informal review if they believe that the denial of assistance was related to acts of domestic violence, sexual assault, dating violence, or stalking committed against the applicant.

If because of safety concerns a victim of domestic violence, sexual assault, dating violence, or stalking is unwilling or unable to provide information or identification ordinarily required to confirm eligibility, efforts will be made to otherwise establish eligibility and alternative sources and methods of verification will be accepted.

## **10. NON-DISCRIMINATION**

No person, applicant or resident shall be discriminated against or segregated on the basis of race, color, religion, national origin, disability, age, sex (gender), familial or marital status, source of income, status as victim of domestic violence, sexual orientation or gender identification. Applications may not be rejected, and applicants and/or residents may not be denied housing, treated differently than others, harassed, or evicted from housing based on any of these discriminatory criteria.

To report a fair housing complaint, please contact:

Fair Housing Council of Oregon  
506 SW Sixth, Suite 1111  
Portland, OR 97204  
Information@FHCO.org  
(503) 228-8197 Ext. 2  
(800) 424-3247 Ext. 2 (TTY and translation available)  
Alternatively, you may call HUD at 800-877-0246.

## **HUD SELECTION CRITERIA**

This document is intended to be an addendum to the Tenant Selection Criteria. It explains additional selection criteria based on requirements posed to the owner/agent by state and/or federal regulations due to funding used in the construction, acquisition and/or rehabilitation of the project.

Applicants who do not meet HUD income limits will be rejected (see page one of the Tenant Selection Criteria for more information).

Where there is layered funding at a project and conflicting tenancy criteria, the most restrictive standards will be used.

### **1. STUDENTS**

1. Student eligibility is determined at move in/initial certification and at each annual certification. Student eligibility may also be reviewed at interim certification if student status has changed since the last certification. All students are required to report any change in their student status.
2. For the Section 8 program, assistance shall **not** be provided to any individual who:

- a. 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;
  - b. Is under the age of 24;
  - c. Is not married;
  - d. Is not a veteran of the United States Military;
  - e. Does not have a dependent child;
  - f. Is not a person with disabilities, as such term is defined in 3(b)(3)(E) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b)(3)(E)) and was not receiving section 8 assistance as of \*November 30, 2005.\*
  - g. Is not living with his or her parents who are receiving Section 8 assistance; and
  - h. Is not individually eligible to receive Section 8 assistance and has parents (the parents individually or jointly) who are not income eligible to receive Section 8 assistance.
1. For a student to be eligible independent of his or her parents (where the income of the parents is not relevant), the student must demonstrate the absence of, or his or her independence from, parents. While owners may use additional criteria for determining the student's independence from parents, owners must use, and the student must meet, at a minimum all of the following criteria to be eligible for Section 8 assistance. The student must:
    - a. Be of legal contract age under state law;
    - b. Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy, or, meet the U.S. Department of Education's definition of an independent student;
    - c. Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and
    - d. Obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. This certification is required even if no assistance will be provided.
  2. Student eligibility is determined at move-in/initial certification and at each annual certification. Student eligibility may also be reviewed at interim certification if student status has changed since the last certification. All students are required to report any change in their student status.
  3. A student who is enrolled as either a part time or full-time student at an institute of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized educational credential *will* be eligible for assistance if the student meets all other eligibility requirements, meets screening criteria requirements and:
    - a. Is living with his or her parents/guardian or;
    - b. Is at least 24 years old or;
    - c. Is married or;
    - d. Is a veteran of the Armed Forces of the United States or is currently serving on active duty in the Armed Forces for other than training purposes or;
    - e. Has legal dependents other than a spouse or;
    - f. Is a person with disabilities who was receiving Section 8 assistance as of November 20,

2005;

- g. Is a graduate or professional student or;
  - h. Is an independent student, defined as an individual who is:
    - i. 24 or older by 12/31 of the award year
    - ii. An orphan, in foster care, or a ward of the court or was at any time when the individual was 13 years of age or older
    - iii. Is an emancipated minor
    - iv. Is a veteran of the Armed Forces or is currently serving on active duty other than training purposes
    - v. Is a graduate or professional student
    - vi. Is married
    - vii. Has legal dependents
    - viii. Is a student for whom a financial aid administrator makes a documented determination of
    - ix. independence
    - x. 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 (defined by section 725 of the McKinney-Vento Homeless Assistance Act), or at risk of homelessness, by:
      - 1. A local educational agency homeless liaison; or
      - 2. Director, or designee, of a program funded under the Runaway and Homeless Youth Act; or
      - 3. Director, or designee, of a program funded under Subtitle B of title IV of the McKinney-Vento Homeless Assistance Act; or
      - 4. A financial aid administrator
  - i. Has parents who are income eligible for the Section 8 program; or
  - j. Student resides with their parents in a Section 8 assisted unit or who resides with parents who are applying to receive Section 8 assistance.
4. Any financial assistance a student receives under the Higher Education Act of 1965, from private sources, or from an institution of higher education that is in excess of amounts received for tuition and other fees is included in annual income, except:
- a. If the student is over the age of 23 with dependent children or
  - b. If the student is living with his or her parents who are receiving Section 8 assistance
5. 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".
6. If an ineligible student is a member of an existing household receiving Section 8 assistance, the assistance for the household will not be prorated but will be terminated.
7. 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 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.

8. Noncitizen students and their noncitizen families may not receive assistance. Noncitizen students are not eligible for continuation of assistance, prorated assistance, or temporary deferral of termination of assistance. This prohibition applies to the noncitizen student's noncitizen spouse and children. However, spouses and children who are citizens may receive assistance. For example, a family that includes a noncitizen student married to a U.S. citizen is a mixed family.

## **2. INCOME TARGETING**

At least 40% of all vacancies in a fiscal year must be rented to households with incomes that are at or below 30% of the area median income. Where the project is needing to meet this requirement, persons with incomes at or below 30% of the area median income will have priority on the waiting list and may skip other applicants with household incomes above the 30% area median income. Waiting lists are prioritized based on income, selecting first from the lowest income categories.

At least quarterly, management will review the households selected for occupancy in the fiscal year to ensure at least 40% were under 30% of the area median income at move-in. If this requirement has not been met, and no applicants on the waitlist meets this criteria, management will conduct outreach and advertise to draw applicants with extremely-low household income. Applicants meeting this income restriction will be given priority on the waitlist.

## **3. EIV SCREENING**

Each applicant, or any member of the applicant's household, at the time of being selected from the wait list will have their social security number run against the HUD Enterprise Income Verification (EIV) system Existing Tenant Search. The EIV Existing Tenant Search will be used to ensure that applicants to the property are not already receiving a federal housing subsidy. Applicants are not eligible for admission while receiving a federal housing subsidy elsewhere.

## **4. CITIZENSHIP**

By law, only U.S. citizens and eligible noncitizens may benefit from federal rental assistance. In order to comply with these laws, assistance will not be provided for members who are not U.S. Citizens or Nationals, or for non-citizens that do not have eligible immigration status. All family members, regardless of age, must declare their citizenship or immigration status. Applicants who hold a non-citizen student visa are ineligible for assistance, as are any non-citizen family members living with the student. Non-citizen applicants will be required to submit evidence of eligible immigration status at the time of application and will be verified through the U.S. Immigration & Customs Enforcement, Systematic Alien Verification for Entitlements (SAVE) Program.

## **5. DISCLOSURE OF SOCIAL SECURITY NUMBER**

Applicants must disclose social security numbers in order for an eligibility determination prior to admission. Applicants will have ninety (90) days to provide documentation of SSN at the time the applicant is at the top of the waiting list or offered a unit. (This does not mean the available unit will be

held for 90 days.) After ninety (90) days, if SSN documentation has not been provided, the applicant will be determined ineligible and removed from the waiting list. Members exempt from this policy include those who are 62 years of age or older and who were receiving federal assistance as of January 31, 2010 and without an SSN, and those who are not contending eligible immigration status. If no social security number has been assigned to an exempt member, the applicant must sign a certification stating that no social security number has been assigned to that member.

Additionally, applicant households with applicant family members under the age of 6 and was added to the household 6 months or less from the move-in date, who do not yet have a Social Security Number assigned to him/her will not be denied occupancy for lack of SSN. Households such as these will have 90-days from the effective date of move-in to provide SSN documentation for the child. An additional 90-days will be granted in the event of failure to provide the documentation of a SSN due to circumstances that are outside the control of the household. Examples of such an event include, but are not limited to: delayed processing of the SSN application by the Social Security Administration, natural disaster, fire, death in the family, etc.

Applicants do not need to disclose or provide verification of a Social Security Number (SSN) for all non-exempt household members at time of application and for placement on the waiting list. However, if all non-exempt household members have not disclosed and/or provided verification of their SSNs at the time a unit becomes available, the next eligible applicant will be offered the available unit.

## **6. OPENING AND CLOSING OF THE WAITING LIST**

The waiting list may be closed for one, or more unit sizes when the average wait is excessive (e.g., one year or more). If the waitlist will be closed, Management will advise potential applicants that the waiting list is closed and refuse to take additional applications. Additionally, Management will publish a notice of closed waitlist, specifying which waitlist(s) will be closed by unit type and the reason for closure, in a publication most likely to be read by potential applicants.

When Management decides accept applications again, notice of this action will be announced in a publication likely to be read by potential applicants in the same manner (if possible, in the same publications) as the notification that the waiting list was closed. The notification(s) will include the rules for applying and the order in which applications will be processed, as well as where and when to apply.

## **7. NON-DISCRIMINATION**

No person, applicant or resident shall be discriminated against or segregated on the basis of race, color, religion, national origin, handicap, age, sex (gender), familial or marital status, source of income, status as victim of domestic violence, sexual orientation, gender identification or veteran/military status. Applications may not be rejected, and applicants and/or residents may not be denied housing, treated differently than others, harassed, or evicted from housing based on any of these discriminatory criteria.

## **LIHTC (IRC SECTION 42) SELECTION CRITERIA**

This document is intended to be an addendum to the Tenant Selection Criteria. It explains additional selection criteria based on requirements posed to the owner/agent by state and/or federal regulations due to funding used in the construction, acquisition and/or rehabilitation of the project.

Applicants who do not meet LIHTC income limits will be rejected.

Where there is layered funding at a project and conflicting tenancy criteria, the most restrictive standards will be used.

## **1. STUDENTS**

The LIHTC program prohibits the rental of set-aside units to entirely full-time student households not qualifying for a specific exception.

### **A. Student Defined.**

A Student is defined as “an individual who during each of five calendar months during the calendar year is a full-time student at an educational institution.”

A full-time student is one who is enrolled for some part of five calendar months for the number of hours or courses, which is considered to be a full-time attendance. The five calendar months need not be consecutive. School attendance exclusively at night does not constitute full-time attendance. However, full-time attendance at an educational institution may include some attendance at night in connection to a full-time course of study.

In addition, individuals pursuing a full-time course of institutional on-farm training under the supervision of an accredited agent of such educational institution, of a state or political subdivision of the state, are also deemed full-time students.

### **B. Student Status Exemptions.**

As a general rule, the household may not be occupied in its entirety by full-time students. Thus, if any one single individual in the household is not a full-time student, the application will still qualify under the student status requirements.

If all household members are full-time students, the applicants may still qualify for residency if:

- The students are married and file a joint federal income tax return. A copy of the joint tax return or marriage license should be included in the file; or
- The household consists of a single parent (with custody) and a school age child or children, all of whom are not dependents of a third party; or
- One or more of the students receive assistance under the TANF program as such program activities and participation are related to families with dependent children; or
- One or more students is enrolled in and receiving assistance under the Workforce Investment Act or similar governmental job-training program, or
- One or more students previously received foster care assistance under part B or E of Title IV of the Social Security Act.

If at any time during the term of the lease agreement, or any extension thereof, the entire household becomes composed of full time students, the entire household will no longer qualify and will be asked to move within 30 days or at the end of their lease term; whichever is longer.

Students in K-12 are not considered an exception solely by virtue of their age and grade in school.

C. Income of Students.

For LIHTC purposes, all financial assistance received in excess of tuition is INCLUDED as income if the household receives Section 8 assistance, unless:

- A. The student is over the age of 23 with dependent children, or
- B. The student is living with his or her parents who are applying for or receiving Section 8 assistance.

**2. ADDING MEMBERS AFTER MOVE-IN**

No additional household members may apply and be screened to be added to a household within the first six (6) months of the initial lease, except in the event of pregnancy, adoption and live-in aides qualified via the reasonable accommodation process.

**3. RENT TARGETING REQUIREMENTS**

If this property has designated deeper rent set-asides in order to provide lower rents to lower income tenants, reasonable attempts will be made to ensure that these units are being utilized in the best manner possible.

If during the income recertification process it is determined that a lower set-aside unit household's income has increased to the point where it meets a higher set-aside within the property, the lower set-aside the household currently has will be floated to another unit.

First priority to receive the lower rent set-aside will be given to existing households who meet the lower set-aside income restriction and would benefit from the lower rent. If multiple existing households would qualify for the lower set-aside, the household with the greatest rent-burden (paying the highest percentage of income for current rent) will be selected for the designation. If multiple households have the same rent-burden, then the household who has been rent-burdened for the longest time will receive the designation.

Second priority for designation of the lower rent set-aside will be given to the next person on the wait list who meets the lower set-aside limits.