

**Habitat America, LLC, Management Company**  
**TENANT SELECTION PLAN**  
**For Tax Credit Properties**

**Property Name:** \_\_\_\_\_  
**Office Phone Number:** \_\_\_\_\_  
**TTY/TDD/Audio Relay:** 711

**Property Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Plan Effective Date:** **January 1, 2025**

This Tenant Selection Plan helps to ensure that tenants are selected for occupancy in accordance with program requirements and established management policies. Habitat America, LLC is an Equal Housing Opportunity provider. It is our policy to treat all residents and visitors at our properties fairly and consistently without regard to race, color, religion, sex, national origin, disability, familial status, sexual orientation, gender identity, marital status or source of income. This community and its employees comply with the provisions of Title VIII of the Civil Rights Act of 1968, the Fair Housing Amendments Act of 1988 (“Fair Housing Act”) and, to the extent applicable, the Americans with Disabilities Act. Furthermore, this community complies with the State and Local fair housing regulations of the jurisdictions in which it is located.

**PROJECT ELIGIBILITY**

This community may be designated for a special population. Applicants must be adults and must meet the restrictions as indicated below in order to proceed with the application process.

The population restrictions below apply to this community:

No special population restrictions apply to this community.

All household members must be at least 62 years of age or older.

Head of household, Co-Head, or Spouse must be at least 62 years of age or older.

All household members must be at least 55 years of age or older.

At least one member of the household must be at least 62 years of age, and all other household members must be at least 55 years of age.

Other: \_\_\_\_\_

Valid identification with a picture will be required (photocopy may be kept on file). Applicants must disclose social security numbers (SSN) for all family members. A valid SSN card issued by the Social Security Administration is the necessary documentation required. If a SSN card is not available, the community will accept a letter from the Social Security Administration stating that a new card has been applied for. Where applicable, an assigned Individual Taxpayer Identification Number (ITIN) may be used. United States Code Title 8, subsection 1324 (a) (1) (A) prohibits the harboring of illegal aliens. The provision of housing to illegal aliens is a fundamental component of harboring.

**STUDENTS**

This community follows the student regulations written in Section 42 of the Internal Revenue Code. The regulation states that a household comprised of all full-time students will not be eligible for this program. There are five exceptions to this rule. For more information contact the Community Manager.

## **OCCUPANCY STANDARDS**

Habitat America, LLC has established occupancy standards to permit the resident to select the apartment size they deem appropriate to their needs while preventing overcrowding and underutilization of the apartment. The occupancy standard is based on 2 persons per bedroom plus one: Note: Children under 2 may not be counted towards number of occupants allowed, and no adult members can be added to the household in the first 12 months of occupancy that would compromise the tax credit Section 42 restrictions.

Number of Bedrooms	Maximum # of Occupants Allowed

## **INCOME REQUIREMENTS**

The household's total gross annual income shall not exceed the property's applicable area median income as posted by HUD each year. All forms of household income must be disclosed. In addition, minimum income limits apply. Proof of all income and assets is required.

## **TAKING APPLICATIONS**

**The Application:** Each adult (18 years of age or older or emancipated) must complete and sign the Rental Application. There is a non-refundable application fee per adult due at the time the application is submitted- refer to the property's Resident Selection Criteria for fee amount. An application cannot be processed unless it is fully complete, and the application fee has been paid. Applicants must list all members who will reside in the apartment unit and designate the number of bedrooms being requested. Apartments specially designed for the disabled will be marketed only to persons with disabilities. The application will be fully screened and verified when an apartment becomes available for occupancy. Once the application is approved and the available unit accepted, the applicant will be required to sign a lease agreement in which the applicant agrees to abide by all property rules and regulations. If assistance is needed in completing the application or lease documents, contact the Community Manager. If any information provided by the applicant proves to be untrue during the verification process, these applications will be denied on the basis of attempted fraud.

**Wait List:** If an apartment is not available at the time of application for which you qualify, you will be placed on the property's wait list. The applicant will then be contacted for the first apartment that becomes available based on the selection guidelines described in this Tenant Selection Plan.

**Screening:** An initial credit screening report will be obtained through a commercial credit reporting agency which will determine whether the credit screening is accepted or denied. If accepted, a criminal screening report will be obtained to determine continuance of application processing.

### Credit/Rental History:

- Applicants with negative credit may be denied.
- Rental history will be verified and must indicate the ability to abide by the terms of the lease contract, care for the property without damage and pay rent on time. Applicants owing balances at other Habitat America properties will be denied.
- Applicant must be able to establish the necessary utilities with the appropriate utility provider and must not have unpaid gas and/or electric bills.
- Discharged bankruptcies will be considered for a period of one year from date of discharge.
- Medical bills and student loans are excluded from consideration.

### Criminal Background History: Applicant may be denied if:

- Any household member has been evicted from Federally assisted housing for drug-related criminal activity or is currently engaging in the illegal use of a drug.
- Any household member with a felony conviction of drug-related criminal activity, illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance.
- Any household member is subject to lifetime registration requirements under a state or federal sex offender registration program.

### Rejection Procedures:

Credit/Rental History: If credit/rental history screening was rejected, a denial letter will be sent that will advise the applicant that if they believe there are errors in their screening report or believe that there may be extenuating factors that they wish for us to consider, they have fourteen (14) days to respond in writing to request an appeal. If an applicant disputes the accuracy of any information provided to the landlord by a screening service, the applicant may contact the screening company to obtain a copy of screening results. The name, address and phone number of the screening company will be provided in the denial letter. Applicants who choose not to appeal or miss the deadline to appeal the denial may reapply at the community in 60 days.

Criminal History: If an applicant is rejected due to criminal history, management will conduct an individualized assessment of the criminal record and its impact on the household's suitability for admission. Notification in writing will be provided to the applicant should we need to exercise this option. If after our individualized assessment, we conclude that we cannot proceed with the approval of the screening, a denial letter will be sent to the applicant advising them that if they don't agree with management's decision, they have (14) days from the date of receiving the denial letter to dispute the decision as either inaccurate, incomplete, or irrelevant. Please note that management will automatically reject and waive the right to an individualized assessment of a member of the applicant household that has been convicted of a felony offense or violent misdemeanor offense any time during the application period.

The following may not be considered in determining eligibility:

- Juvenile records, or any expunged, vacated, pardoned, or sealed records;
- Convictions for crimes that are no longer illegal in the state of Maryland; and
- Charges that are pending for eligible crimes at the time of screening may be considered, subject to the individualized assessment.

## **CONSIDERATION OF EXTENUATING CIRCUMSTANCES AND/OR THE NEED FOR REASONABLE ACCOMMODATION**

You have the right to request a reasonable accommodation to assist in facilitating a meeting with Management due to a disability or Limited English Proficiency. Management will consider extenuating circumstances where this would be required as a matter of reasonable accommodation.

### **PROPERTY DETAILS**

**Security Deposit:** Up to one month's rent.

**Lease Term:** One (1) year lease.

**Utilities:** The following utilities are included in this property:

Water and Sewer

Trash

Other: \_\_\_\_\_

**Income Requirements:** Total household income will be reviewed and verified for occupancy in our community in accordance with the minimum and maximum income limits listed on the Resident Selection Criteria, based on family composition. Voucher holders do not have a minimum income requirement but must meet all the other requirements. (Limits are subject to change).

**Pet Policy:** Refer to the property's Resident Selection Criteria for policy.

**Smoking/Fire Risk Reduction Policy:** Refer to the property's Resident Selection Criteria for policy.

**Parking:** Refer to the property's Resident Selection Criteria for policy.

### **VIOLENCE AGAINST WOMEN'S ACT**

The VAWA Act protects victims of domestic violence, dating violence, sexual assault, or stalking, as well as their immediate family members generally, from being evicted or being denied housing assistance if an incident of violence that is reported and confirmed. VAWA also provides that an incident of actual or threatened domestic violence, dating violence or stalking does not qualify as a serious or repeated violation of the lease nor does it constitute good cause for terminating the assistance, tenancy, or occupancy rights of the victim.

**Thank you for your interest in our community.**

