

**TENANT SELECTION PLAN
PARKWAY VILLAGE OF KAPOLEI
(1)2-1-051042 and 043**

Indigo Real Estate Services Inc. and the communities it manages are pledged to the letter and intent of the United States policy to achieve housing opportunities equally throughout the nation. We fully promote and support affirmative advertising and outreach marketing practices to overcome any barriers to obtain decent, safe, and sanitary housing. We fully support affirmative advertising and marketing practices to overcome any barriers due to race, color, religion, sex, handicap, familial status, or natural origin as well as Hawai'i's protected classes of age, HIV infection, sexual orientation, gender identity and marital status.

Applications are accepted by mail at Parkway Village of Kapolei, P.O Box 2420, Honolulu, HI 96804. Requests for applications made by emailing leasing@parkwayvillagekapolei.com. Applications may also be submitted online at www.ParkwayVillageKapolei.com. If you request any assistance to properly complete the application process, you may call between the hours of 10:00am-3:00pm to 808-752-2621 to request a reasonable accommodation in order to have equal access to this low-income housing program.

PROGRAM ELIGIBILITY REQUIREMENTS

- ❖ In order to qualify as a resident at Parkway Village of Kapolei, each applicant must provide or enable us to solicit third party verification for required information in each of the below categories. This community was funded in part by the Low-Income housing tax Credit Program, and the regulations defined by Internal Revenue Code Section 42 must be strictly adhered to.
- ❖ All applicants are required to show at least one form of identity verification. Acceptable forms of identity and age verification include Government issued identification such as military identification, driver's license, or passport. Age of Minority Card, Birth certificate, and social security cards are all acceptable forms of identity verification as well. A Social Security Card may not be acceptable alone, as age needs to be verified to compute properly the household composition. All applicants must be of legal age. All parties 18 years of age or older are required to complete an application and pay any and all application fees.
- ❖ All family members who are 18 years of age or older are required to sign consent and verification forms. All information reported by the family is subject to verification.
- ❖ Applicants must agree to pay the rent required by the program under which they will receive assistance.
- ❖ Student eligibility requirements apply to applicants enrolled at an institution of higher education who are under 24 years of age, unless the applicant is a student who is living with his/her parents who are applying for Section 8 assistance.

Students who are 24 years of age or over, married, a veteran of the US Military, have a dependent child or is a person with disabilities, as defined in section 3(b)(3)(F) of the United States Housing Act of 1937 (42 USC 1437a (b3E)) that was receiving Section 8 assistance as of November 30, 2005, qualify.

- ✓ If the applicant is legal contract age and is not claimed as a dependent on their parent(s) or guardian(s) latest tax return or meets the criteria from at least one of following questions, they qualify:
 - Will you be at least 24 years old by December 31 of the current year?
 - Have you established a household separate from parents or legal guardians for at least one year prior to application for occupancy?
 - Were you an orphan or a ward of the court through the age of 18?
 - Are you a veteran of the U.S. Armed Forces?
 - Do you have legal dependents other than a spouse?
 - Are you a graduate or professional student?
 - Are you married?
- ✓ The student must 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.

- ✓ If the applicant is claimed on their parent(s) or guardian(s) latest tax return or does not meet the criteria from at least one of above questions; they must meet eligibility requirements for Section 8 assistance and their parents, individually or jointly, must be income eligible for section 8 assistance.

INCOME ELIGIBILITY REQUIREMENTS

- ❖ HUD establishes and publishes income limits annually based on family size for each county in the United States based on the median income of the geographic area. The family's annual income must not exceed program income limits. Income limits for this property are listed below and are consistent with Area Medium Income limits of Honolulu, Hawai'i MSA:

Household Size	60% LIHTC AMI*
One Person	\$58,500
Two Persons	\$66,840
Three Persons	\$75,180
Four Persons	\$83,250
Five Persons	\$90,240
Six Persons	\$96,200
Seven Persons	\$97,500
Eight Persons	\$110,280
Nine Persons	\$116,940

- Income limits and rent amounts are subject to adjustment*

OCCUPANCY STANDARDS

UNIT SIZE	MINIMUM OCCUPANTS	MAXIMUM OCCUPANTS
Studio/ SRO	1	2
1 Bedroom	1	3
2 Bedroom	2	5
3 Bedroom	4	7
4 Bedroom	5	9

- ❖ Accommodations will be reviewed for families who have requested a reasonable accommodation as defined by HUD through our 504 coordinator. Occupancy standards are in place to ensure maximum use of federal subsidies and to protect against overcrowding circumstances. Family composition may change naturally over time, and Indigo reserves the right to adjust overcrowded families into larger units when a larger unit comes available. Circumstances of overcrowding is a safety concern and would supersede a normal applicant for the same unit.

VAWA PROTECTIONS

1. The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy of a victim who is protected from acts under the domestic or family violence laws of the jurisdiction.
2. The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse.

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

APPLICANT SCREENING CRITERIA

- ❖ All applicants age 18 or older will be screened for suitability prior to residency. Screening criteria will be applied consistently to all applicants, consideration of extenuating circumstances will be considered in the screening process.

- ✓ **Credit History:** Your credit record must currently be satisfactory. Indigo will consider extenuating circumstances when screening applicants with disabilities or medical bankruptcy. Maximum percentage of past due negative accounts: number of derogatory accounts 35%. Maximum balance of unpaid collections \$5,000.
- ✓ **Rental History:** No landlord tenant court records showing derogatory for the applicant, or landlord unpaid collections. Falsified verification history will result in denial.
- ✓ **Criminal History.** Applicants will be rejected if any of the following apply:

**Note: The same criteria regarding criminal history applies to live-in aides also. Standards are subject to change with Parkway Village of Kapolei Rental Criteria changes.*

- Any household member has been evicted from Federally-assisted housing for drug-related criminal activity, for three years from the date of eviction. If the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program or circumstances leading to the eviction no longer exist (e.g., the household member no longer resides with the applicant household) the Owner may, but is not required to, admit the household.
- Any household member is currently engaging in illegal drug use.
- Any member of the household is subject to a lifetime registration requirement or is currently registered under a state sex offender registration program. During the admissions screening process, the Owner must perform the necessary criminal history background checks in the state where the housing is located and in other states where the household members are known to have resided.
- The Owner determines that there is reasonable cause to believe that a household member's illegal use (or a pattern of illegal use) of a drug or abuse (or pattern of abuse) of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. (Screening standards must be based on behavior, not the condition of alcoholism.)
- Any member of the applicant's household has been convicted of the manufacture of methamphetamine on the premises of federally subsidized housing (lifetime).
- Violent criminal activity which indicates a pattern of violence that may threaten the safety of residents or staff. Violent criminal activity *includes* sex crimes and crimes against children.
- Any criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, the owner or any employee who is involved in the housing operations.
- Unlawfully obtaining government assistance.
- Any other felony conviction.

NOTIFICATION OF APPLICANT REJECTION

If an applicant is denied admission to the property they will receive a written notice stating the reason (s) for the rejection. The applicant has the right to respond in writing or request a meeting to dispute the rejection within 14 days of the notice. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process. If admission is denied because criminal background screening indicates the applicant



provided false information; the entity making the determination must provide the subject of the record and the applicant a copy of the information the action is based upon. The subject of the record and the applicant have the opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency.

TERMS OF RESIDENCY

Each qualified household will be required to sign a lease for a period no greater than one year, and a period no less than six months.

APPLICATION and GUEST CARD SYSTEM

- ❖ The ongoing guest card registry is developed and maintained through the Rent Cafe computerized tracking system. Applicant families who have minors under the age of 18 will receive preference as indicated in the AFHMP. Vacant units will be leased to qualified households on a first-come first-served basis.

UNIT TRANSFER PROCEDURE

- ❖ Current tenants requiring a unit transfer based on level of care or incompatibility will be given preference over applicants and those on the internal transfer waiting list.
- ❖ Current tenants requesting a unit transfer for any other reason will be added to the guest card registry of applicants.

LIMITED ENGLISH PROFICIENCY (LEP)

For persons who do not speak English as their primary language and those who have a limited ability to speak, read, write, or understand English; we will make reasonable efforts to provide language assistance. We will arrange to provide forms relating to tenancy in a language that is understood by the individual. We will make every effort to obtain oral interpretation and written translation services if deemed necessary. Several members of our professional leasing team speak minority languages and are available to assist.

NON-DISCRIMINATION

The property adheres to the Fair Housing Act and Federal Civil Rights Laws. We will not discriminate against applicants or tenants based on race, color, religion, sex, handicap, familial status, or natural origin as well as Hawai'i's protected classes of age, HIV infection, sexual orientation, gender identity and marital status. In compliance with Section 504 regulations, we will take reasonable, nondiscriminatory steps to maximize the use of accessible units by eligible individuals whose disability requires the accessibility features of a particular unit. We will consider extenuating circumstances in the screening process for applicants with disabilities, where required as a matter of reasonable accommodation.

