Northwest Real Estate Capital Corp. | Tamarack Property Management Co.

RESIDENT SELECTION PLAN

Property Name:	Hearthstone Apartments	**Mailing Address:**
Address:	400 Oak Street	Office
	Anaconda, MT 59711	400 Oak Street
Website:	hearthstone.tamarackpm.com	Anaconda, MT 59711
Phone:	(406) 563-5232	
TTY:	711	
Fax:	(406) 563-5232	
Email:	hearthstone@tamarackpm.com	

Unit Types		Occupancy Standards	
Unit Sizes	**Number of Units**	**Minimum Household Size**	**Maximum Household Size**
Studio	10	1	3
1 Bedroom	64	1	3
Total:	**74**		

Property Programs & Eligibility Requirements

Type of Project

Affordable Housing Program (AHP)
Housing Trust Funds
HUD Section 8 - Loan Management Set Aside

Type of Rental Assistance

Partial Section 8 and/or RAD

Definition of Elderly

Senior Household. A senior household is a family whose head or spouse or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living together, or one or more persons who are at least 62 years of age living with one or more live-in aides.

Definition of Disability

Definition G - Disabled (Handicapped) Family. [24 CFR 891.505} Disabled (handicapped) family means:
(1) Families of two or more persons the head of which (or his or her spouse) is a person with disabilities (handicapped);
(2 The surviving member or members of any family described in paragraph (1) of this definition living in a unit assisted under subpart E of this part (Section 202 loans) with the deceased member of the family at the time of his or her death;
(3) A single person with disabilities (handicapped person) over the age of 18; or
(4) Two or more persons with disabilities (handicapped persons) living together, or one or more such persons living with another person who is determined by HUD, based upon a licensed physician's certificate provided by the family, to be essential to their care or well-being.

Definition H - Person with a Disability (Handicapped Person). [24 CFR 891.505 and 891.305] A person with disabilities means:
(1) Any adult having a physical, mental, or emotional impairment that is expected to be of longcontinued and indefinite duration, substantially impedes his or her ability to live independently, and is of a nature that such ability could be improved by more suitable housing conditions.

(2) A person with a developmental disability, as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (8)), i.e., a person with a severe chronic disability that:
(i) Is attributable to a mental or physical impairment or combination of mental and physical impairments;
(ii) Is manifested before the person attains age 22;
(iii) Is likely to continue indefinitely;
(iv) Results in substantial functional limitation in three or more of the following areas of major life activity:
(A) Self-care,
(B) Receptive and expressive language,
(C) Learning,
(D) Mobility,
(E) Self-direction,
(F) Capacity for independent living, and
(G) Economic self-sufficiency; and
(v) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated.

(3) A person with a chronic mental illness, i.e., a person who has a severe and persistent mental or emotional impairment that seriously limits his or her ability to live independently, and whose impairment could be improved by more suitable housing conditions.
(4) Persons infected with the human acquired immunodeficiency virus (HIV) who are disabled as a result of infection with the HIV are eligible for occupancy in the Section 202 projects designed for the physically disabled, developmentally disabled, or chronically mentally ill depending upon the nature of the person's disability. (24 CFR 891.505)

Note: A person whose sole impairment is alcoholism or drug addiction (i.e., who does not have a developmental disability, chronic mental illness, or physical disability that is the disabling condition required for eligibility in a particular project) will not be considered to be disabled for the purposes of the Section 202 program.

(5) A person infected with the human acquired immunodeficiency virus (HIV) and a person who suffers with alcoholism or drug addition, provided they meet the definition of person with disabilities in Section 811 (42 U.S.C) 8013(k)(2). A person whose sole impairment is a diagnosis of HIV positive or alcoholism or drug addiction (i.e., does not meet the qualifying criteria in Section 811will not be eligible for occupancy in a section 811 project. (24 CFR 891.305)

Definition I - Nonelderly Disabled (Handicapped) Family. [24 CFR 891.505] A nonelderly disabled (handicapped) family means a disabled family in which the head of the family (and spouse, if any) is less than 62 years of age at the time of the family's initial occupancy of a project.

NOTE: The term handicapped appears in a number of regulatory definitions that have not yet been updated to reflect current statutes. In this handbook, HUD replaced handicapped with the term disabled, disability, or impairment to reflect current statutes. The parenthetical reference to handicapped indicates that the term handicapped has been replaced with disabled, disability, or impairment in that definition.

Elderly / Disabled Restriction	Yes - 1976 Section 236(f)(2) Regulatory Agreement

Property Policies (see below for applicable property policy details)

Pets	Permitted with deposit
Smoking	100% smoke free property
Lease Terms	12-month minimum
Application Fee	None
Paid Programs	Mandatory meals

Available Preferences (see below for information regarding applicable preferences)

Mobility Impaired (for mobility accessible units)

Property Income Limit[2]

60%

[2] A copy of the applicable Income Limits Table is available in leasing office. See page below for definitions of applicable income limits.

Screening Requirements (see the Resident Selection Plan for details)

Civil Court Records
Credit Check
Criminal Background
Rental History
Student Status
Verification of Age (for eligibility)
Verification of Citizenship Status
Other

SECURITY DEPOSIT REQUIREMENTS: This property does not accept installments on security deposits. An applicant who is unable to pay in full will not be accepted unless documentation is received from an agency that has indicated they will pay the security deposit in full on behalf of the household.

Property Programs & Eligibility Requirements

Applicants for Housing Trust Fund designated units at this property must qualify under the applicable HTF Program income limits. We will accept tenant-based vouchers and other forms of government provided rental assistance in our unsubsidized HTF units.

This property has a limited number of Section 8 units. All applicants for Section 8 units must be eligible to receive Section 8 rental assistance at the time of move-in to be determined eligible. As a result, we are unable to accept tenant-based vouchers or other forms of government provided rental assistance in our Section 8 units.

This property has a limited number of Rental Assistance Demonstration (RAD) units. All applicants for RAD units must be eligible to receive RAD assistance at the time of move-in to be determined eligible. As a result, we are unable to accept tenant-based vouchers or other forms of government provided rental assistance in our RAD units.

This property has a limited number of Market Rate units. All applicants for Market Rate units must demonstrate the ability to pay the Market Rent and otherwise qualify as discussed in this Resident Selection Plan. We will accept tenant-based vouchers and other forms of government provided rental assistance in our Market Rate units. In the event that the number of households receiving Section 8 rental assistance falls below 20% of the overall unit count, some market units may be converted to affordable units the next time they are rented.

This property requires that all households be verified as elderly or disabled, using the definitions provided on page 1, unless exceptions have been identified above and approved by HUD.

Applicants for Affordable Housing Program (AHP) designated units at this property must qualify under the applicable AHP Program Income Limits. We will accept tenant-based vouchers and other forms of government provided rental assistance in our unsubsidized AHP units.

Property Policies

Pets Permitted: This property permits common household pets subject to the Pet Rules, payment of a pet deposit and registration requirements. Applicants may request a copy of the Pet Rules for additional information.

Assistance Animals: Applicants are advised that they may request approval to keep an assistance animal needed as a reasonable accommodation to the applicant's disability. Assistance animals approved through the Reasonable Accommodation / Modification process are not considered pets and fall under the terms of the Assistance Animal Policy.

100% Smoke Free Property: This property is designated as 100% smoke free. Smoking is not permitted in any indoor or outdoor location on the property grounds. Smoking includes vaping and e-cigarettes, burning candles or any other activities resulting in “smoke”.

Mandatory Meals: This property requires participation by each household member (excluding live-in aids) in a HUD approved mandatory meal program. The meal program contract will specify the number of meals that must be purchased, the duration of the agreement, the cost of the meal program at the time the contract is executed and allowable exemptions from participation in the meal program.

Preferences

Applicants eligible for the preferences listed below 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 and do not make an ineligible household eligible. Preferences are listed in order of priority.

Accessible Units (Mobility/Vision/Hearing): Accessible (i.e. barrier free) units may be designed for households with mobility, hearing or vision impairments, or a combination of these. If no current household requires an accessible unit, applicants who request an accessible unit under our Reasonable Accommodation / Modification Procedure and are determined to have a verified need for the features of an accessible unit will be given priority for the unit. An approved applicant requesting an accessible unit may accept a non-accessible unit and still be eligible for an accessible unit under the Unit Transfer Policy. Requests for modifications or accommodations to non accessible units will be considered during the application interview process, but those households will not be given priority for selection.

Should no current household or applicant require the features of an accessible unit, another applicant, selected through the regular screening process will be permitted to occupy the unit. This household will be required to execute the Occupancy Acknowledgement, agreeing to transfer to another unit at their own cost after being given a 30-day notice that another household has verified need for the accessibility features of their unit. Households refusing to transfer will be required to pay the HUD approved market rate for the unit on the first of the month after the 30-day notification is fulfilled.

This property does not offer any owner adopted preferences.

Property Income Limits

Income eligible households must have gross annual income that is less than or equal to the maximum allowable income limit for the household size at this property to be eligible. Individual units may have additional income limit restrictions. Income limit tables are updated by HUD and/or applicable agencies on a routine basis and are available in the leasing office.

This property has the following income limit restrictions and requirements.

Very Low (50%): Property staff are required to rent all Section 8 units to households under the 50% income limit ("Very Low Income, or "VLI"). If no household meeting this requirement has applied, the unit will be marketed. Property staff may offer the unit to a household whose income exceeds the VLI amount only if no other qualified applicants are available and an income waiver providing an exception to rent to households over the VLI has been granted by HUD.

RAD Units (80%): All RAD-assisted units must be occupied by low-income households whose annual gross income does not exceed 80% of area median income.

Affordable Housing Program Limit (60%): All Affordable Housing Program units must be occupied by low-income households whose annual gross income does not exceed 60% of area median income. Additionally, individual units at this property have income restrictions at 50% of area median income. We may only house applicants that meet the required income limits for each unit and the waiting list will indicate the income level of each household. Therefore, if an applicant exceeds the income limit for an available unit but would qualify under the maximum income limit allowed at the property, the household will be placed on the appropriate waiting list and/or skipped.

Housing Trust Funds (30%): Applicants must fall below the extremely low income limit (30% AMI) or the poverty line (whichever is greater) to qualify for Housing Trust Fund designated units.

Market Rate/Unsubsidized Units: All applicants for Market Rate and/or other types of unsubsidized units must demonstrate that the proposed lease charges do not exceed 40% of their gross income, unless the household provides evidence that they have sufficient assets to cover the rent during the entire lease term. Alternatively, if the household has a tenant-based voucher or another form of government provided rental assistance, the minimum income requirement will be waived.

Resident Selection Plan

INTRODUCTION: Thank you for your interest in this property. This Resident Selection Plan helps to ensure applicants are selected for occupancy in accordance with Tamarack Property Management Co.'s (TPMC) policies, applicable affordable program requirements, and State & local laws. TPMC's policy is one of equal opportunity and non-discrimination and is compliant with all Civil Rights legislation, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Federal Register, Fair Housing Act Amendments of 1988, and the Affirmative Fair Housing Marketing Plan requirements. No applicant will be unlawfully denied housing based on race, color, religion, sex, familial status, handicap status, national origin, creed, marital status, age, sexual orientation, or gender identity. Applicants must meet all eligibility and program requirements established by the agency(s) governing this property and this Resident Selection Plan to gain admission to this property. TPMC prohibits bias, including favoritism towards friends or relatives or in other situations where there may be a conflict of interest in the selection process.

MARKETING & TTY: This property is marketed at least once per year, if not more frequently, using all advertising and community contacts as set forth in the Affirmative Fair Housing Marketing Plan, form HUD 935.2. TTY telecommunication is available by calling the posted TTY number, or through the telephone company relay system.

LIMITED ENGLISH PROFICIENCY: Upon request, TPMC will take reasonable steps to provide to persons with Limited English Proficiency (LEP) a means to understand our written & verbal policies, procedures, and required documents.

APPLICANT RESPONSIBILITIES: An applicant who wishes to become a resident or co resident must possess the legal capacity to sign all documents or have a legal representative who will sign on their behalf (unless an accommodation request has been granted to allow a guardian's signature), provide all necessary information to confirm their identity and initial eligibility, agree to complete the resident certification process, enter into a term lease agreement, execute all applicable forms, pay a security deposit and pro-rated rent, and participate in a unit inspection prior to taking possession of the unit. Applicants who are unable to meet these requirements will be rejected.

Cooperation of Applicant: Applicants are expected to conduct themselves in a cooperative and non-threatening manner. An applicant will be considered ineligible if the applicant has directed abusive, harassing or threatening behavior that was unreasonable and unwarranted towards any resident or guest, vendor, property employee, the management agent or Owner representative during the application process or at any time within the last three (3) years.

Birth Certificates: If verification of age is required to determine household eligibility for certain deductions (e.g. dependent or elderly) or for admission to an elderly property, a birth certificate or acceptable alternative method of verifying date of birth must be provided prior to occupancy for each dependent or elderly household member.

Identification Cards: Each head, co-head, spouse, and all other adult household members will be required to provide a state or government issued picture identification card.

Evidence of Citizenship Status: Each household member will be required to provide a copy of their passport, birth certificate, Form I-55 Permanent Resident Card, Form I-95 Arrival-Departure Record, or other evidence of citizenship status.

Social Security Number: All applicant household members who will be receiving subsidy will be required to provide a valid social security number (SSN) with adequate documentation prior to move-in, except as discussed in this section. Adequate documentation means a social security card issued by the Social Security Administration, an original document issued by a federal or state government agency, which contains the name and social security number of the individual along with identifying information of the individual, or other acceptable evidence as determined by HUD.

Disclosure of a social security number is not required for 1) individuals age 62 or older as of January 31, 2010, who do not have a Social Security Number, and whose initial determination of eligibility was begun before January 31, 2010 (i.e., who were already receiving federal assistance as of 01/31/2010), and 2) individuals who are not claiming eligible immigration status and 3) any applicant family member who is under the age of six (6) (including unborn children), who does not yet have a SSN assigned to him/her, and was added to the household 6 months or less from the move-in date will be given 90 days from the move-in date to provide documentation of the SSN for the child. An additional 90-day period will be granted if failure to provide documentation is due to circumstances outside the control of the household.

Applicants who have not provided a social security number may remain on the waiting list. If an applicant who reaches the top of the Waiting List and is offered an available unit is unable to disclose and/or provided verification of social security numbers for all household members, the applicant will be notified of the requirement to do so within 90 days of notification. During this 90-day period, the applicant household will retain its placement on the Waiting List. Until such time that the applicant discloses and/or provides verification of social security numbers for all members, all available units will be offered to other eligible applicants on the Waiting List. Once the applicant household provides verification of social security numbers for all household members, they will be offered the next available unit they qualify for. If after 90 days the applicant has not provided social security numbers for all household members, the applicant will be determined ineligible and removed from the Waiting List. Exception: Household members who are not required to disclose their social security numbers as described under numbers 1, 2 and 3 above may remain on the waiting list and will be offered a unit. However, individuals not claiming eligible immigration status may only move into HUD assisted units if another household member is deemed eligible under HUD rules (see Citizenship Requirements).

New household members age 6 or older being added to the household after move-in, including live-in aids, must meet the social security number disclosure requirements documented in this section before moving in. New members under the age of 6 ("the child") with a social security number must disclose and provide verification of the number at the time of processing the recertification of family composition that includes the child. If the child does not have a social security number, the household will be given 90 days to provide documentation of the child's social security number. During this 90-day period, the child will be included as part of the household and will receive the benefits of the program, including the dependent deduction. An additional 90-day period and extension of program benefits will be granted if the failure to provide documentation of the child's social security number is due to circumstances that are outside the control of the resident. Such delays might include delayed processing by the Social Security Administration, natural disaster, fire, death in family, etc. The household will be responsible for notifying the Owner in writing by the end of the first 90-day period if such delay occurs and will be required to provide evidence of the delay with this written notification. If the household is unable to provide the social security number for the child by the end of the 90-day period (or the second 90-day period if an extension is granted), the household's tenancy may be terminated for material non-compliance with the lease.

Effective January 31, 2010, if a resident or any member of the resident's household has not provided his/her social security number, or has been assigned a new social security number, the resident must submit the social security number and adequate documentation necessary to verify that number at the next certification. Once this information has been provided, it will not need to be re-verified. Household members claiming non-eligible non-citizen status will be exempt from this requirement.

Supplement to Application for Federally Assisted Housing: All adult members of households applying for occupancy in HUD properties must complete form HUD-92006 titled, "Supplement to Application for Federally Assisted Housing" during the application process. Applicants will be given an opportunity to review and update this form prior to move-in, and at the time of each recertification.

Authorizing Verification of Information: Verification of information used in determining eligibility and to calculate rent will be sought in writing after receiving written authorization from the applicant. This written authorization will be obtained during the application interview through the Rental Application, the use of 3rd party verification forms, information provided by the applicant, and execution of the forms HUD 9887, Notice and Consent for the Release of Information, and 9887A, Applicant's/Tenant's Consent to the Release of Information, by the head of household, co-head, spouse, and all other household members over the age of 18.

Utilities: If the utilities are not included as part of the rent, utility service(s) must be transferred to the household at the time of the lease and remain connected throughout tenancy.

OCCUPANCY STANDARDS: Occupancy standards have been established to ensure units are not overcrowded or underutilized and are listed on the Resident Selection Criteria for this property. The number of occupants in a unit must be in accordance with the occupancy standards as set forth by TPMC and based upon local regulations. These occupancy limits comply with Federal, State, and local fair housing and civil rights laws as well as Tenant-landlord laws, zoning restrictions, and HUD's Equal Opportunity and nondiscrimination requirements and are subject to change during the lease term if changes in laws, ordinances or regulations make such change necessary. Notwithstanding the above, TPMC shall have the right to make reasonable accommodations for individuals with disabilities and may adjust the occupancy limits to further the goal of providing reasonable accommodations.

Counting Household Members to Determine Occupancy Eligibility: All full-time members of the household, including live-in aides, foster adults and all anticipated children. Anticipated children include the following: children expected to be born, children in the process of being adopted by an adult family member, children whose custody is being obtained by an adult family member, foster children who will reside in the unit, children who are temporarily in a foster home who will return to the family, children who are away at school and who live at home during recesses, and children in joint custody arrangements who are present in the household 50% or more of the time. Adoption or other custody proceedings in process must be verifiable to qualify for additional bedrooms.

Who is not Considered a Household Member When Determining Occupancy Eligibility: This list is not exhaustive: visitors, children in joint custody arrangements who are present in the household less than 50% of the time, children who are away at school who have established residency at another address or location as evidenced by a lease agreement, permanently confined/institutionalized household members, or adult children away on active military duty.

Assigning Larger Units: A disabled applicant/resident who requires a larger unit than permitted under the established occupancy standards may request one by following the reasonable accommodation policy.

Occupancy Exceptions: If a property has advertised and is unable to find an applicant household who can move in within 60 days that qualifies for an available unit under the occupancy standards, other applicants selected through the screening process may be offered a unit that is larger than they qualify for. The applicant household will be required to sign an "Occupancy Acknowledgement" agreeing to move to an appropriately sized unit when one becomes available. In this situation, the resident will be responsible for payment of any moving costs associated with the required transfer and the transfer fee will be waived.

Note: A single person will not be permitted to occupy a HUD assisted unit with two or more bedrooms unless they are a person with a disability who needs a larger unit as a reasonable accommodation, a displaced person when no appropriately sized unit is available, an elderly person who has a verifiable need for a larger unit, or a remaining family member of a resident family when no appropriately sized unit is available.

Adding a New Household Member: When an existing household requests to add a new household member, the new household member must meet all other eligibility and screening requirements and must execute all required documents prior to moving in.

LIVE-IN AIDES: A live-in aide is defined as a person 18 years of age or older who resides with one or more elderly, near elderly or disabled persons and who is determined to be essential to the care and well-being of the person, who is not obligated for the financial support of the person and who would not be living in the unit except to provide the necessary supportive services.

If a resident or applicant household requests a live-in aide, written verification that the household member requires the services of the live-in aide will be requested. If written verification is obtained and approval is granted, property staff will conduct screening as described in this Plan prior to allowing a specific individual to move in as a live-in aide. Such screening shall include landlord and criminal background checks, which include the Dru Sjodin, disclosure and verification of the live-in aide's social security number and all other screening requirements, except verification of income, assets, and credit worthiness. Once approved for occupancy, the live-in aide may live in the unit solely to care for the household member and qualifies for occupancy only for as long as the household member requires the supportive services and is living in the unit. If the household member no longer requires the supportive services of the live-in aide and/or is no longer occupying the unit, the live-in aide will be required to immediately vacate the premises. All live-in aides must sign the Live-In Aide Addendum prior to occupying the unit.

Rejection: A live-in aide who does not pass screening, or who is otherwise determined ineligible for housing will be rejected. If a live-in aide is rejected, an alternate live-in aide may apply.

The Application Process

Preliminary Application: The Preliminary Application approved by TPMC must be used and requests basic information necessary to determine eligibility for waiting list placement, including the unit bedroom size(s), household composition, household income and assets, preferences, sex offender status, and race and ethnic data required by program regulation. The Preliminary Application does not include all information required to determine program or property eligibility. Applicants placed on the Waiting List must complete the Rental Application and Application Interview before their final eligibility can be determined.

Requesting & Submitting a Preliminary Application: Unless a waiting list has been officially closed, the Preliminary Application is available to anyone who requests one, even if a sizeable waiting list exists. The Preliminary Application may be requested in person in the leasing office during posted office hours, or by phone, fax, mail, or email using the contact information found on the property's sign or provided in the beginning of this Plan. Individuals may also complete and submit an electronic Preliminary Application through the property's website, providing everyone in the household is willing to utilize the electronic process. Preliminary Applications may also be available at various agencies located throughout the community. Individuals may also find the Preliminary Application on the property’s website and at various agencies located throughout the community.

While it is the applicant's responsibility to complete the Preliminary Application, it is TPMC's policy to assist individuals who complete an Applicant/Resident Request for Paperwork Assistance form. Applicants who do not possess the legal capacity to sign documents cannot become a resident or co-resident unless another individual, legally authorized to sign on their behalf, executes the required documents.

Submitting the Preliminary Application: The Preliminary Application must be completed in full and may be submitted in person, by mail, through email or other electronic means, or by fax. It must be signed using ink by the head, co-head, spouse, and all other adult members of the household. Once a completed Preliminary Application has been received, the date and time of receipt will be recorded.

Rejection: If the Preliminary Application is submitted in person, through the mail, by fax or by email and is not complete, property staff will return the incomplete document to the applicant with instructions to complete it and return it to the leasing office

Determining Waiting List Eligibility: The completed Preliminary Application will be reviewed by property staff to determine Waiting List eligibility. If the applicant appears to be eligible based on the information they have provided, the applicant will be placed on the Waiting List and notified in writing of their Waiting List placement.

Rejection: Applicants deemed ineligible based on information provided on the Preliminary Application will be rejected unless a waiver of eligibility has been approved or has been submitted to HUD and a response is pending. In this instance, the applicant may be placed on the Waiting List and put on hold until the waiver has been approved or denied.

Applicant Changes: If information contained in the Preliminary Application or related documents changes after the Preliminary Application has been submitted for processing, it is the applicant's responsibility to immediately notify property staff of the change. Some changes may require the applicant to come to the leasing office to update their paperwork. Changes reported by the applicant may impact the eligibility of household and if the change impacts occupancy standards, the applicant may be required to reapply for a different unit size. Waiting List placement will change if a different unit size is requested.

Waiting List Management: Applicants are listed on the Waiting List by the date and time the completed Preliminary Application was received. The Waiting List includes the name of the head of household, bedroom size(s) requested, household size, preferences (if any), special unit requirements (if any), the household's income level and the applicant's contact log.

Applicants may appear on as many Waiting Lists as requested and for which they appear to be eligible. Because income and other eligibility factors will not be verified before an applicant is placed on the Waiting List, placement on the Waiting List does not guarantee the applicant will be eligible for a unit when one becomes available. No applicant will be considered eligible until the Application Interview process has been completed, the corporate office has approved the move-in, all necessary documents are verified and/or executed and the security deposit and other required move-in charges have been paid. In addition, the unit for which the applicant is applying must be the family's only residence upon move-in.

Waiting List Status: Any applicant may request their Waiting List status by contacting the leasing office. Because applicants are selected for placement based on the preference(s) they are eligible for, the Waiting List status of an existing applicant may change as new applicants apply.

Waiting List Updates: The Waiting List is updated (purged) at least every six months to establish continued eligibility, to remove those no longer eligible, and to reclassify those with a change in status. Applicants are responsible for contacting the rental office at least every six months to verify continued interest in remaining on the Waiting List.

Opening and Closing of the Waiting List: This property will monitor vacancies and update the Waiting List every 6 months to ensure that there are enough applicants to fill the vacancies, and to make sure that the Waiting List does not become so long that the wait for a unit becomes excessive. Unless a waiting list has been officially closed, Preliminary Applications are available even if a sizeable waiting list exists.

Closing Waiting List: The Waiting List for a specific unit size may be closed when the average wait is excessive (i.e. more than one year). If a waiting list is closed, a public notice will be issued stating the list is closed. This notice will be sent to the organizations shown on the property's Affirmative Fair Housing Marketing Plan and to other organizations that typically refer applicants to the property. This notice will also be posted in the rental office.

Opening Waiting List: When management determines the Waiting List should be reopened, a notice that the property is accepting applications for the waiting list will be sent to the same organizations that received the original notification closing the waiting list and the notice posted in the office will also be removed.

The Application Interview Process: If a vacancy at the property exists or is expected within the next 90 days, or if property staff wish to prequalify applicants prior to receiving notice of an expected vacancy, the application interview process will begin. Applicants will be contacted to begin the application interview process in chronological order as logged, starting with the first eligible applicant on the waiting list, and according to any applicable preferences noted in this Resident Selection Plan. If we are unable to contact the applicant by phone and/or email, we will skip the applicant and move to the next applicant on the Waiting List. If an applicant requests a specific unit type, like ground floor only, the applicant will only be contacted for units that meet the indicated requirements unless no other applicants have applied for the available unit. If an applicant is contacted and indicates they are not interested in an available unit, we will skip the applicant and the next applicant will be contacted. Applicants may be skipped in this manner twice and maintain their place on the Waiting List. On the third refusal, the applicant will be moved to the bottom of the waiting list, unless they refused a unit that did not meet their specified unit requirements (like ground floor).

In the event there are no applicants on the Waiting List and a vacancy exists or is expected, a new applicant will be asked to begin the application interview process immediately and no Preliminary Application will be required. In most cases, applicants will be permitted to provide their current landlord with up to a 30-day notice without being skipped. However, in the event a unit is vacated unexpectedly or otherwise requires a quick turnaround time, applicants may be asked to sign a lease in fewer than 30 days. Applicants who are unwilling to sign a lease early may be skipped, but this skip will not count toward their three refusals and they will maintain their place on the Waiting List.

During the application interview process, the applicant will be required to complete or update a full Rental Application and supporting documents. Once the applicant has completed these documents, they will be asked to provide required identification for each household member (see Applicant Responsibilities). The applicant is expected to provide original, unaltered documents to support all income, assets, deductions (if applicable), family composition and other requested items before the Application Interview will be considered complete. These required items may be provided in person in the leasing office. Any applicant who does not bring all necessary items with them to the interview to verify eligibility will be given 20 days to provide the missing items. Failure to provide the requested items within 20 days will result in the rejection of the applicant unless verification of missing items has been received by third-party verifiers. Until such time as the applicant provides all items necessary to determine final eligibility for all members, all available units may be offered to other eligible applicants on the Waiting List. For this reason, property staff will typically initiate this process for more applicants than we have available units for. To ensure placement in the next available unit, it is important that the applicant cooperate fully and promptly during this process.

Rejection: If we are unable to contact an applicant because their contact information is no longer valid, or if the applicant indicates they no longer wish to begin the application interview process, we will reject the applicant. If the applicant fails to complete the Rental Application, does not fully cooperate with all aspects of the application interview process, refuses to sign releases to allow for verification of eligibility, or fails to provide original, unaltered documents needed to verify eligibility within 20 days of their application interview, they will be rejected. If we determine through the application interview process that the applicant is ineligible, the applicant will be rejected.

Knowingly Providing False or Incomplete Information: If TPMC staff or property staff determine that the applicant knowingly provided incomplete or inaccurate information, the applicant will be rejected.

If this is determined after move-in, TPMC may terminate the household's tenancy and file a civil action against the household when it is necessary to recover improper subsidy payments.

APPLICANT SCREENING: Once the application interview process has been completed, TPMC property staff will begin the applicant screening process.

Credit, Civil Court & Rent Bureau Screening: TPMC utilizes a third-party screening provider to obtain credit, civil court and rental history. The screening company will use an established screening policy to determine whether or not an individual meets TPMC's standards.

Rejection: The applicant will be rejected if unable to pay an additional deposit or provide an approved guarantor when credit is returned with "conditional" approval by our third-party screening company. The applicant will be rejected if credit, civil-court and rental history screening reflects any of the following: an unsatisfactory history of collections, charge-offs, judgments and open bankruptcy deemed to be an unacceptable credit risk; an outstanding balance with one or more landlords; an outstanding balance with a utility company, unless the applicant can demonstrate they can secure utility services for their unit prior to move-in (if applicable); the inability to verify credit references, unless it is determined that credit has not been established; an unsatisfactory rental history that includes multiple late payments or NSFs, write-offs or collections; unsatisfactory history of civil court filings or unlawful detainers, monetary judgments, possession or forcible detainers.

Criminal Screening: TPMC utilizes a third-party screening provider to conduct criminal background check screening. Property staff may also use data collected from other sources, including but not limited to the Rental Application and Sex & Violent Offender Registries to conduct criminal screening.

Each household will be asked to disclose criminal activity and records for all household members at the time of application and prior to move-in. This will include whether any member is subject to a lifetime or other registration requirements under a state sex or violent offender registration program. Property staff may verify this information using our third-party screening provider, which includes the Dru Sjodin National Sex Offender Database, and other sources.

Individualized Assessments: Disclosing a criminal record(s) or failing to pass the initial third-party criminal screening does not mean that the household will ultimately be disqualified. Applicants are encouraged to submit supplemental evidence to explain, justify or negate the relevance of a potentially negative criminal record and/or pending charges during the application process or during the appeal process if rejected. Examples of information that may be submitted include the police report or court records describing the incident, sentencing record, statement from the applicant, professional letters of reference, evidence of rehabilitation, evidence of restitution, a reasonable accommodation request, and other factors that may negate the relevance of a prior conviction, Once third-party screening has been completed, TPMC will conduct an individualized assessment of relevant mitigating information provided by the applicant, including the facts or circumstance surrounding the criminal conduct, the age of the individual at the time of the conduct, evidence that the individual has maintained a good rental history before and/or after the conviction or conduct, and evidence of rehabilitation efforts. If a household member is currently facing criminal charges and is participating in a diversion conditional discharge or deferral of judgment program on the charges, please include evidence of participation with the application.

Rejection: Failure to accurately disclose criminal convictions and pending charges during the application process may result in the rejection of the applicant. The applicant will be rejected if criminal history or screening reflects any of the following, unless the applicant provides supplemental evidence that explains, justifies or negates the relevance of their criminal record as determined through the individualized assessment process:

History of Evictions for Criminal Activity: We will reject applicants if any household member was evicted from a prior residence for drug related or other criminal activity in the last three years.

Exception: Properties located in Oregon will not reject applicants convicted of crimes in other states that are not illegal in Oregon, including marijuana use or possession.

Sex & Violent Offenders: We will reject households that include individuals subject to lifetime registration requirements under a State sex or violent offender registration program, or any other violent or sexual offender registry. We may reject households that include an individual convicted of committing sexual or violent offenses, regardless of registration requirements. If the household includes an individual charged with or currently under suspicion of a sexual or violent offense that would not pass our screening requirements if the individual is convicted, we will require a police report and will review the facts that are available to make our determination.

Current Offenders & Pending Charges: Applicants will be rejected if any household member is currently using, selling, distributing or in possession of an illegal drug (under State or Federal laws) or illegal drug paraphernalia. Although we will not reject based on a record of arrest, an arrest record can trigger an inquiry into whether there is sufficient evidence to determine that the individual engaged in the conduct. We will reject an applicant based on the conduct underlying an arrest if the conduct indicates that the individual is not suitable for tenancy, and we have sufficient evidence other than the fact of the arrest that the individual engaged in the conduct. In making this determination, we will use evidence such as police reports detailing the circumstances of the arrest, witness statements, and other relevant documentation that may be used when making a determination that disqualifying conduct occurred. In the event the applicant is unable or unwilling to provide the information needed, we will reject the applicant.

Alcohol Pattern of Abuse, Drug Offenses I & II: We will reject applicants if there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol or drugs may interfere with the health, safety, and right to peaceful enjoyment by other residents or staff as demonstrated by criminal history and behavior of the applicant.

Repeated Misdemeanor Offenses: We will reject the applicant if any household member has three or more Misdemeanor convictions in the last twenty-four months that demonstrate a likelihood that the individual will interfere with the health, safety or right to peaceful enjoyment of other residents or staff or that they will otherwise violate their lease agreement. Examples include any combination of disorderly conduct, disturbing the peace, public intoxication, or violation of liquor laws, negotiating worthless checks, bounced checks, crimes against animals, resisting arrest, obstruction of justice and probation violations.

Type I Misdemeanor & Felony Offenses: We will reject applicants with one or more Type I Misdemeanor convictions for one year, and one or more type I Felony convictions for three years, following the most recent disposition or conviction date or end of incarceration (if disclosed), whichever is later. Type I Offenses are convictions that are not related to the physical or mental harm of another, but which demonstrate blatant disregard for laws and that may impact the health, safety or right to peaceful enjoyment of other residents or staff. They include but are not limited to the possession, purchase, or sale of drug paraphernalia (except for marijuana); disorderly house (i.e., public nuisance); criminal nuisance; identity theft; false impersonation; fraud; forgery; unlawful entry and trespass. The following felony convictions are also included in this section: disorderly conduct, disturbing the peace, public intoxication, or violation of liquor laws, negotiating worthless checks, bounced checks, crimes against animals, resisting arrest, obstruction of justice and probation violations.

Type II Misdemeanor & Felony Offenses: We will reject applicants with one or more Type II Misdemeanor convictions for three years following the most recent disposition or conviction date, or one year following the end of incarceration (if disclosed); whichever is later. We will reject applicants with one or more Type II Felony convictions for five years following the most recent disposition or conviction date, or three years following end of incarceration (if disclosed), whichever is later. Type II Offenses are convictions that affect the physical or mental wellbeing of another person or that demonstrate damage to property. Type II Offenses include but are not limited to reckless endangerment, simple assault & battery, possessing burglary or criminal tools, accessory to burglary, burglary, home invasion, hacking, cyberstalking, criminal mischief, vandalism, destruction of property, possession of drugs (except marijuana – see Type I), possession of drugs with intent to manufacture or distribute, harassment, DUI, indecent exposure, solicitation for sex or pandering, grand larceny, theft, and auto theft.

Type III Misdemeanor & Felony Offenses: We will reject applicants with one or more Type III Misdemeanor convictions for five years following the most recent disposition or conviction date, or one year following the end of incarceration (if disclosed); whichever is later. We will reject applicants with one or more III Felony convictions for ten years, following the most recent disposition or conviction date, or three years following end of incarceration (if disclosed), whichever is later. Type III Offenses involve intent or actual harm to others and organized crime. Type III Offenses include but are not limited to child neglect, child assault, corruption of minors, violating a protective order and partner / family member assault. Also included are the sale, cultivation, or distribution of drugs (except marijuana – see Type I), the manufacture or production of drugs (except methamphetamines – see Type V), drug trafficking, distributing drugs to a minor, enlistment of a minor to distribute drugs, unlawful distribution by a registrant and obtaining drugs/prescriptions by fraud. Type III Offenses include DUI resulting in death, vehicular homicide, negligent homicide, involuntary manslaughter, manslaughter, voluntary manslaughter, gang related crimes, racketeering, and weapons related crimes including the manufacture, sale, purchase, transportation, possession, concealment or use of firearms and promoting prison contraband.

Type IV Misdemeanor & Felony Offenses: We will reject applicants with one or more Type IV Misdemeanor convictions for five years following the most recent disposition or conviction date, or one year following the end of incarceration (if disclosed); whichever is later. We will reject applicants with one or more Type IV Felony convictions. Type IV Offenses involve intentional harmful acts or significant damage to property and include but are not limited to arson, attempted arson, unlawful burning, unlawful imprisonment, or false imprisonment (kidnapping), robbery and armed robbery.

Type V Misdemeanor & Felony Offenses: We will reject applicants with one or more Type V Felony convictions. Type V Offenses include crimes that resulted or could have resulted in the intentional serious harm of another, the production or manufacture of specific illegal drugs and serious weapons related crimes. Type V Offenses include but are not limited to aggravated assault/battery, assault with intent to commit sexual abuse, assault with intent to kill, murder, attempted murder, kidnapping, abduction, sexual abuse or assault, human trafficking, child sexual abuse, sex trafficking of children and registered sex or violent offenders. Additionally, Type V Offenses include acts of terrorism, the use, dissemination, or detonation of a weapon of mass destruction and the production or manufacture of methamphetamines.

Other: An applicant will be rejected (or a resident's lease may be terminated) if the individual is (1) fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees, or that, in the case of New Jersey, is a high misdemeanor; or (2) violating a condition of probation/parole imposed under Federal or State law. We reserve the right to reject any applicant for any offense not already discussed that we believe would threaten the health, safety or right to peaceful enjoyment of the premises by other residents, persons residing in the immediate vicinity of the premises, the owner, employees, contractors, subcontractors, or the management agent. When reviewing these charges and convictions, property staff, the third-party screening provider or the corporate office may consider relevant circumstances such as the seriousness of the offense, the effect on the community, the extent of participation by the applicant, the effect the denial of admission would have on other members of the household, the demand for housing by other families who will adhere to lease responsibilities, the extent the applicant has shown personal responsibility and taken all reasonable steps to prevent or mitigate the offending actions, the involvement of outside Agencies in the household's activities and the effect on the integrity of the Agency program.

Rental / Address History: The applicant must disclose their most recent three consecutive years of addresses / rental history to be considered for a unit. Upon completion of the Application Interview, property staff will begin efforts to verify all prior landlord and other references by mail, email, fax, or telephone. In the event an applicant is being processed prior to a unit being offered to them, property staff will wait to verify rental history with the current landlord until a unit has been offered, or until they reach the top of the Waiting List, ensuring the information is no more than 30 days old at the time of move-in. If prior landlords cannot be verified within fourteen days, property staff will document efforts to contact the missing reference(s) and may then determine if the history provided correlates with the credit report and other known facts. Providing the reported history correlates and no negative references are received, the household will be asked to self-certify and provide other documentation, and the missing reference will not cause a rejection of the application. Property staff are not permitted to disclose who provided specific information on the landlord reference or provide a copy of the reference to the applicant.

Property staff will cross reference addresses and eviction records disclosed on the third-party screening report with the addresses provided on the Rental Application. If an address does not match between the screening report and application and it is within the 3-year rental period, property staff will accept the applicant if they provide a satisfactory explanation of the variance.

Balance Owed to Prior Landlord: Applicants who owe their current or prior landlord money and who have not been turned over to collections will be housed providing the prior landlord verifies that they have a history of making payments on their outstanding balance and are in good standing. In the event an applicant has not made payment arrangements with the prior landlord, they will be accepted if they enter into a payment agreement satisfactory to the landlord. In this scenario, the applicant will be required to provide proof that all payments scheduled prior to move-in have been made. Applicants who have been turned over to collections by a prior landlord will be accepted if they can demonstrate that the balance has been paid in full.

No Rental History: If an applicant household claims to have no prior landlords or less than three years of recent landlord history, either because they owned their home, lived with family or friends or they had no established residence during all or part of the period being reviewed, property staff will request documentation sufficient to demonstrate that the reported lack of rental history is valid. This evidence may include proof of a mortgage, statements from shelters or agencies that can support the applicant's claims, hotel receipts or similar items. If no such evidence can be provided within 14 days, property staff will determine if the history provided correlates with the credit report and other known facts. If the reported history correlates and no negative references were received, missing documentation will not cause a rejection of the application.

Rejection: The applicant will be rejected if we are unable to verify the last three years' worth of landlord or housing references unless it is determined that the applicant does not have three years' worth of history or other documentation considered sufficient is received as described in this Plan. The applicant will be rejected if a landlord or housing reference or the third-party screening report is returned and provides information that the household does not meet TPMC's standards, including that the applicant, or any other person who will be living in the unit has a history of disruptive behavior, poor housekeeping practices, late payment of rent, lease violations, lease termination for cause, eviction, the prior landlord would not rent to the applicant again, other disclosed information that could adversely affect the health, safety, and quiet enjoyment of other residents, staff, the owner, management agent or vendors, or the applicant's ability to comply with the terms of the lease. The applicant will be rejected if the applicant owes money to another landlord and is not making payments to the satisfaction of the landlord, or if the landlord turned the balance over to collections and the balance has not been paid in full. The applicant will be rejected if their disclosed address history does not match the applicant's credit report history and it is determined that the applicant intentionally failed to disclose one or more addresses.

Ability to Pay Lease Charges: Households must demonstrate that they have sufficient income, assets, or outside assistance to pay their portion of the rent plus other lease charges (if any) at the property.

Extenuating Circumstances: Applicants are encouraged to provide any evidence of extenuating circumstances that may impact the decision made in the initial screening process.

VERIFICATION PROCESS: The applicant must be determined eligible for housing under the housing program(s) that govern this property. Eligibility is based on the gross income of the household, household eligibility for rental assistance, student status (if applicable), citizenship status of the household and other program requirements.

Verification of Information: Once the application interview has been completed and household documents provided, property staff will begin to verify income, assets, allowable deductions, social security numbers, citizenship status, student status and any other information required for applicant approval. If property staff are unable to verify information through third-party sources, they will use documents provided by the household and permitted by program regulations

Re-Verification of Information: Any previously submitted or verified documents that will be more than 120 days old at the point of move-in and that are subject to change must be re-verified. Applicants being verified in anticipation of future unit availability may be asked to complete this process more than once to maintain their position on the Waiting List. Applicants will be approved or rejected by following TPMC's written procedures.

Rejection: In the event we are unable to verify information through these methods, or if the applicant is determined ineligible based on program requirements, the applicant will be rejected.

ADDITIONAL PROGRAM ELIGIBLITY: The applicant must be determined eligible for housing under the following additional program eligibility rules:

Student Households – Section 8: Students who are enrolled at an institution of higher education (full-time or part-time) must be determined if they are eligible for Section 8 assistance at move-in and during their annual recertification or initial certification (when an in-place tenant begins receiving Section 8). Section 8 assistance shall not be provided to any individual who is:

1) 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; and
2) Is under the age of 24; and
3) Is not married; and
4) Is not a veteran of the United States Military; and
5) Does not have a dependent child; and
6) 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; and
7) Is not living with his or her parents who are receiving Section 8 assistance; and

8) Is not individually eligible to receive Section 8 assistance or has parents (the parents individually or jointly) who are not income eligible to receive Section 8 assistance. NOTE: Unless the student can demonstrate his or her independence from parents(1), the student must be eligible to receive Section 8 assistance and the parents (individually or jointly) must be eligible to receive Section 8 assistance in order for the tenant to receive Section 8 assistance.

(1)For the student to be eligible independent of his or her parents, the student must meet all of the following criteria to be eligible to receive Section 8 assistance:

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 of occupancy, or, meet the U.S. Department of Education's definition of an independent student(2);
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)The U.S. Department of Education's definition of an independent student is an individual who is:

* 24 or older by 12/31 of the award year
* 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
* Is an emancipated minor
* Is a veteran of the Armed Forces or is currently serving on active duty other than training purposes
* Is a graduate or professional student
* Is married
* Has legal dependents
* Is a student for whom a financial aid administrator makes a documented determination of independence

* 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:
* A local educational agency homeless liaison; or
* Director, or designee, of a program funded under the Runaway and Homeless Youth Act; or
* Director, or designee, of a program funded under Subtitle B of title IV of the McKinney-Vento Homeless Assistance Act; or
* A financial aid administrator

Student Households: On or after August 26, 2004, all heads, co-heads and spouses of new student households, as well as students applying for admission to an existing household must meet the student eligibility requirements defined below to be eligible for Rent Supplement, RAP, Section 221(d)(3) BMIR, Section 236, Section 202 PAC, Section 202 PRAC, Section 811 PRAC, or Section 811 PRA programs. We must determine a student's eligibility for assistance at move-in, initial or annual recertification, and at the time of an interim recertification if one of the changes reported is that a household member is enrolled as a student, at an institution of higher education.

If the head, co-head or spouse of the household is a full time student, the household will be eligible for assisted* housing only if all of the following are true:

1. The individual is of legal contract age under state law; and
2. The individual has established a household separate from parents or legal guardians for at least one year prior to application for occupancy or the individual can prove they meet the U.S. Department of Education's definition of an independent student (defined below); and
3. The individual is not being claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and
4. The individual must certify whether parents, guardians or others are providing financial assistance to the household.

Definition of an Independent Student: To be classified as an independent student for Title IV aid, a student must meet one or more of the following criteria:

1. Be at least 24 years old by December 31 of the award year for which aid is sought;
2. Be an orphan or a ward of the court through the age of 18;
3. Be a veteran of the U.S. Armed Forces
4. Have legal dependents (including unborn children) other than a spouse (for example, dependent children or an elderly dependent parent);
5. Be a graduate or professional student; or
6. Be married.

Existing Households

1. Student households in place as of August 23, 2004 are eligible for continued assistance; however, no additional students may be added as head, co-head or spouse unless they meet one of the exceptions identified in these instructions (regardless of the eligible status of the remaining members) unless the household is willing to pay the full Market Rent.

2. If an eligible household in a Section 236 unit paying less than full Market Rent becomes ineligible under the Student Rule because one or more members become a full time student, the household's rent will be increased to the Market Rent level after issuance of a thirty-day notice.

*Non-Assisted "Market Rent" Units: Student households are eligible for non-assisted units in HUD properties (without Low Income Housing Tax Credit or Rural Development programs). If a student household occupies a Section 236 unit, they will be required to pay the established Market Rent.

Rejection: Applicants with any member determined ineligible under the Student Rule(s) or other program specific requirements as described in this Plan or program rules will be rejected.

Citizenship / Immigration Requirements: By law, only U.S. citizens or nationals and non-citizens who have eligible immigration status as determined by HUD may benefit from federal rental assistance. These requirements apply to applicants, families on the waiting list, and existing residents. A mixed family, or a family with one or more ineligible family members and one or more eligible family members, may receive prorated assistance, continued assistance, or a temporary deferral of termination of assistance. Applicants who hold a non-citizen student visa are ineligible for assistance as are any non-citizen family members living with the student.

During the Application Interview, all applicants must complete a Family Summary for the household and a Citizenship Declaration documenting citizenship or immigration status for each household member. Non-citizens (except those age 62 and older) must also sign a DHS Verification Consent Form, unless they claimed ineligible status. The Owner's Notice No. 1 for an Applicant Family explains this process and will be provided during the application interview or upon request.

Applicants will be required to submit specific documentation of citizenship/immigration status during the Application Interview to ensure verification of their status is obtained in a timely manner. Verification of eligible citizenship/immigration status will be conducted through the SAVE ASVI database or by preparing DHS Form G-845S, Document Verification Request. If the verification process indicates the applicant is ineligible for assistance, the applicant will be informed of their options and will have 30 days to respond. If there is any reason the required documentation cannot be provided during the Application Interview, we may grant an extension of up to 30 days if it can be demonstrated that the documentation is temporarily unavailable and additional time is necessary to collect and submit it. Applicants will be notified in writing if their request for an extension is approved or denied.

If a unit becomes available and the information required to determine eligibility for assistance has not been received, the applicant will be offered the unit and assistance will be prorated for those family members whose documentation was received on time, providing at least one member of the household has submitted the required documentation and is eligible for assistance. Prorated assistance will be provided to the household until the remaining information is received. Additionally, in circumstances where INS has not verified eligibility, the household shall have a right to request an appeal to INS of the results of the verification of immigration status and to request a formal hearing with property staff upon completion of the INS appeal. This hearing will be conducted in accordance with hearing procedures in HUD Handbook 4350.3. The household's Section 8 assistance may not be denied or terminated until the conclusion of these appeals and notification of the type of assistance for which the family may be eligible provided.

Hardship Exemptions & Minimum Tenant Payments: Households eligible to receive rental assistance and that claim a hardship exemption from the minimum tenant payment in Section 8 units will be required to complete a Basic Needs Questionnaire at move-in and during each annual recertification process to verify their continued eligibility for the hardship exemption. Households with an adjusted monthly income of $75 or less who are being charged the minimum tenant payment imposed by HUD will also be required to complete a Basic Needs Questionnaire during each annual recertification. Property staff will verify proof of benefits (or lack thereof) from unemployment, public assistance, and child support offices as applicable during this process and will monitor quarterly EIV reports to confirm households continue to be eligible for this exemption.

EIV Authorization: Each adult member of the applicant's household, including live-in aids, must give TPMC and HUD the authorization to use the EIV (Enterprise Income Verification) system during the application interview process. EIV allows management and HUD to access certain agency databases that include information regarding multiple subsidies and dual residences. All applicants must disclose if they are currently receiving HUD housing assistance. We will not knowingly assist applicants who intend to maintain a residence in another property or who attempt to receive HUD assistance in two separate residences. Applicants with portable tenant-based vouchers will be prohibited from occupying any unit that has project-based assistance already available to it.

HUD provides us with information about an applicant's status as a HUD housing assistance recipient. Once the applicant has passed third party screening for credit, criminal and civil records, TPMC will use the EIV Existing Tenant Search function to determine if the applicant or any member of the applicant household is currently receiving HUD assistance.

Nothing prohibits a HUD housing assistance recipient from applying to this property. However, the applicant must disclose that they receive assistance during the application process and must move out of the current property and/or forfeit any tenant-based voucher before HUD assistance on this property will begin. Because subsidy will not be granted until after the household has moved out of the assisted property and the termination information has been sent to HUD through their electronic systems, there may be a delay in the ability for us to provide assistance. Special consideration applies to minor children where both parents share 50% custody and recipients of HUD assistance in another unit who are moving to establish a new household when other family/household members will remain in the original unit.

This information will be reviewed during each annual certification. If any household member receives or attempts to receive assistance in another HUD assisted unit while receiving assistance at 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.

Rejection: An applicant who fails to authorize access to the EIV system or fails to disclose they are receiving rental assistance in another location during the application process may be rejected.

Unit Transfers are permitted only under the following circumstances:

1) There is a verifiable medical reason / reasonable accommodation request for the unit transfer; or

2) The household has requested and qualifies for an Emergency Transfer (VAWA or imminent threat not associated with a VAWA crime); or

3) The household composition or circumstances have changed, and the household needs a unit of a different size; or

4) The household was moved into a larger unit than necessary under the established occupancy standards, with the understanding they would be required to move if an appropriately sized unit becomes available; or

5) The household moved into an accessible unit because there were no qualified applicants, with the understanding that they would be required to move to another unit if a household needing the features of the accessible unit surfaced; or

6) An unsubsidized household needs Section 8 or similar rental assistance that is only available in a different unit size, or a Section 8 / rent assisted household's assistance is terminated and they need to move to a different unit type to make the Section 8 /rent assistance available to another household. Note: The household must fall within the occupancy standards of the new unit to qualify for the transfer.

Other Transfers: Transfers for any other reason are prohibited unless authorized in writing by the Regional Property Manager. If a transfer is permitted under this section, individuals will be placed on the Waiting List with the other applicants in chronological order for the unit size requested unless extenuating circumstances exists and are approved by the Regional Property Manager.

Change in Household Composition: If one or more members of an existing household wishes to move into their own unit at the property and one or more members of the existing household remains, the vacating members will be considered a new household and must go through the entire application process. Households applying as a new applicant will be entitled to receive the same preferences available to other applicants. The security deposit and any outstanding charges or credits on the original household's account will stay with the remaining family member(s). Additionally, the remaining family member(s) will be required to execute a new lease that excludes the vacating member(s).

Order of Preference: Households will be transferred in the following order:

1. An existing household requires a unit transfer for a verifiable medical condition or reasonable accommodation. These transfers will be done in chronological order before all other transfers and applicant move-ins.

2. An eligible household has requested the features of an accessible unit, and the household occupying the unit does not need the accessibility features. These transfers will be done in chronological order by the date the eligible household requested the accessible unit.

3. The household has provided information to show they are eligible for an Emergency Transfer.

4. An existing household has exceeded the occupancy standards for their current unit size; or is underutilizing their unit (falls below the occupancy standards). These transfers will be done in chronological order according to the date the household became ineligible for their current unit.

5. A non-Section 8 household needs Section 8 or similar rental assistance that is only available in a different unit size. Note: Existing households will be eligible for available Section 8 / rental assistance in chronological order and will be given preference over applicants, regardless of whether a transfer is required.

6. A Section 8 / rent assisted household's assistance was terminated and they need to move to a different unit type to make the Section 8 / rent assistance available to another household. Note: Existing households will be eligible for available non-Section 8 / non-rent assisted units in chronological order and will not be given preference over applicants, regardless of whether a transfer is required. These households will not be given status as a non-Section 8 / rent assisted household unless there is a non-Section 8 / rent assisted unit available and they are next on the list. Otherwise, they will continue to pay the Section 8 / rent assisted Contract rent.

7. All other transfers (including requests to transfer to a different unit size when the household falls within the required occupancy limits for their current unit) will be done in chronological order, with no priority for existing residents over applicant households currently on the Waiting List.

Transfer Charges: The resident will be required to pay all cleaning and damage fees charged for the old unit within 30 days after the transfer date for all unit transfers. This requirement applies to all transfer types. These fees cannot be deducted from the security deposit.

Rent Charges: The resident will be required to sign a new lease on their new unit on the day they receive keys to the new unit. The resident will be responsible for the rent on both units until all possessions have been removed, resident cleaning has been completed and the keys of the original unit are returned to the office. If the household is receiving rental assistance, they will be required to pay the daily contract rent on the original unit, and the total tenant payment on the new unit. If the household does not fall under one of the exceptions listed in the Unit Transfer Policy but they are able to complete the transfer in one day or over a weekend, no additional rent charges will be assessed on the original unit.

Security Deposits: If the household is transferring to a different unit, the security deposit in the original unit will be transferred to the new unit with the household and may not be used to pay outstanding charges in the old unit. If household is not receiving project based rental assistance at the time of the transfer and the new unit requires a larger deposit, the household will be required to pay the additional amount necessary to meet the new deposit requirement before they move-in. If the household composition is changing and one or members is vacating, the security deposit will not be refunded and will stay with the remaining household member(s).

Reasonable Accommodations: If a resident household is being moved to a different unit as a reasonable accommodation to a household member's disability, the property will pay for the move unless doing so would constitute an undue financial and administrative burden. Moving costs covered by the property do not include the cost of transferring service for telephone, etc.

Refusal to Transfer When Required: If property staff require a household transfer to another unit as described above and the household refuses, the household:

1. May remain in the current unit and pay the HUD approved market rent, but only if they are residing in a HUD property; or

2. Must move out of the property within 30 days after property staff notifies them that a transfer to another unit is required. If a Rural Development or Tax Credit household refuses to transfer or vacate the premises, their lease will terminate and eviction proceedings will commence.

Re-Applying: All residents have the right to reapply for a new unit by going through the Application Process. If a resident initiates this process, they will be screened according to the Property's Resident Selection Plan, which includes an acceptable landlord reference from the current landlord. If the household still qualifies for housing under the current guidelines, they will be placed on the Waiting List in chronological order with the other applicants. At the time a unit becomes available for them, the transaction will be viewed as a move-out and a move-in. The security deposit on the old unit will be used to pay any outstanding charges, and the security deposit on the new unit will be recalculated and collected prior to giving the resident possession of the new unit. All move-in paperwork will be completed, including a new lease.

Ineligible Households: Households that have received a lease violation in the past six months will not be eligible for a unit transfer unless the transfer is required by regulation. If a household has requested a transfer and has been placed on the Waiting List and subsequently receives a lease violation or fails a unit inspection, the household will be skipped on the waiting list until such time as they have demonstrated full compliance with the lease terms for a minimum of six months.

A household residing in or transferring to a HOME assisted unit must re-qualify under the current applicable HOME program requirements. If qualified, the household will be processed like a move-out and move-in, rather than a unit transfer.

Requesting a Unit Transfer: Households that are eligible for a unit transfer based on the Unit Transfer Policy may request one by completing the Unit Transfer Request (NT 16-08.E). Households that believe they may have a valid reason for requesting a unit transfer that is not addressed in this policy may request an exception to the policy by completing the Unit Transfer Exception Request (NT 16-08.G). These forms are available in the leasing office.

REJECTION: An applicant will be rejected for failing to meet program eligibility requirements, or any of the eligibility factors outlined in this Resident Selection Plan, based on information we obtain during the application process. The information we consider may be obtained verbally, in writing, electronically, or through any other means. Applicants will never be unlawfully rejected on the basis of race, color, religion, sex, familial status, handicap status, national origin, creed, marital status, age, sexual orientation, or gender identity.

Notification of Rejection: If at any time during the application or interview process the applicant is determined to be ineligible or fails to respond or provide information necessary to verify eligibility, the applicant will be rejected. Property staff will issue a notice to the applicant in writing, specifying the reason for the rejection. This notice will inform the applicant of their right to appeal within 14 days or request a reasonable accommodation, and the method(s) for doing so.

Third-Party Screening: If we reject an applicant based on the third-party screening provider's report, we will provide the applicant with an adverse action letter that includes the contact information for the screening provider and the opportunity to correct or clear any adverse history through the appeal process. We are unable to provide applicants with a copy of the screening report directly.

Appeals: Applicants have the right to appeal within 14 days of the date of the rejection letter. All appeals will be reviewed by a staff member who was not involved in the initial decision to reject the applicant. TPMC staff will respond to all rejection appeals in writing within five business days of receipt of an appeal and necessary supporting documentation. If supporting document cannot be provided in a timely manner, the decision will be made with the information provided with the initial appeal.

Rental History & Civil Court Records: If we reject an applicant based on the rental history reported by our third-party screening company, we will give the applicant the opportunity to provide proof that outstanding balances, write-offs or collections have been paid in full through the appeal process.

Criminal Appeals: Applicants with a criminal history are encouraged to submit the items described below at any point during the application process for consideration. If an applicant is rejected due to criminal history, they will be provided with instructions on how to file a criminal appeal and submit the following documents, as applicable. Because some of the items requested may take additional time for the applicant to gather, we will accept the request for appeal within the timeframe outlined in the rejection letter and then will postpone the appeal meeting for up to 30 days if the applicant indicates they need additional time.

* Police Report or Court Records detailing the specifics of the incident(s) – recommended for all convictions where the applicant's specific actions may not be readily apparent to the reviewer.

* Sentencing Record detailing the dates incarcerated & duration of supervision – not required for convictions that did not result in incarceration or subsequent supervision by a Probation & Parole Supervisor.

* Applicant Statement of Appeal – applicant may explain what happened and why we should consider him or her, despite their criminal history.

* Professional Letter(s) of Reference – from Probation & Parole Supervisor, transitional housing representative, mental health care provider, employer, or others with official knowledge of incident(s) and efforts made by applicant since convicted.

* Evidence of Treatment or Education – submit Certificate of Completion or letter from program leader. Include course content and the course completion date, or date enrolled, estimated completion date and current status.

* Evidence of Restitution – if applicable, provide evidence of victim compensation.

* Evidence of Good Rental History – if checked, we will request this from the property where you applied.

Criminal appeals are reviewed by the Corporate Office and may be submitted using the Request for Criminal Appeal form.

Active Participation in Established Programs: Depending on the date and nature of the crime(s), we may grant an appeal for an applicant who is currently involved in an established program with a proven track record where the program administrator has indicated they will monitor the applicant's activities on a regular basis for a minimum of one year. Depending on the crime, we reserve the right to require monitoring for a longer duration.

ADA: Individuals who are not current drug users/alcohol abusers and have undergone or are currently participating in a supervised rehabilitation program are protected under fair housing laws providing the rehabilitation center gives a satisfactory reference, indicating the applicant is able and willing to comply with the terms of the lease. These individuals must still meet all other screening requirements, including being qualified under the criminal screening requirements discussed in this Plan.

Exclusion of Ineligible Member: If any member of the applicant's household fails to meet the requirements for approval, the entire household will be rejected. The applicant may successfully appeal a rejection by excluding a household member that participated in or was culpable for an action or failure to act that warranted denial. For example, if an applicant is rejected because of the criminal activity or landlord history of one member, we may reconsider the application if the household excludes the offending family member. To approve the applicant under this provision, the applicant must provide substantial evidence that the offending household member will not live in the unit as an unauthorized person. If removing the household member changes the number of bedrooms the household qualifies for, the household must reapply and will not retain their place on the waiting list. This exclusion of ineligible member section does not apply to applicant households that were denied because they exceeded the maximum income limit of the property.

Waiting List Placement: Once an applicant has been rejected and notified of their opportunity to appeal, property staff will resume application processing of the next eligible applicant for available units and the rejected applicant will be skipped. If the applicant successfully appeals the rejection, placement on the waiting list will be reinstated; however if another applicant has already been offered a unit that is currently vacant or on notice, that applicant will be assigned the unit, and the reinstated applicant will be contacted for the next available unit for which they qualify. If the appeal is denied, the applicant will be removed from the Waiting List.

Extenuating Circumstances: Applicants are encouraged to provide any evidence of extenuating circumstances that may impact the decision made during the appeal process. It is within TPMC's sole discretion to determine if the applicant is eligible for housing after considering provided information.

REASONABLE ACCOMMODATIONS / MODIFICATIONS: The Reasonable Accommodation / Modification Procedure and forms for requesting reasonable accommodations and modifications are available in the leasing office upon request. If you are unable to make your request in writing, you may ask a third party (including property staff) to reduce your request to writing on your behalf. All such requests will be processed as described in the referenced procedure, based on the reasonableness of the request and the financial impact (if any) on the property. All requests for reasonable accommodation will be submitted to and reviewed by our 504 Coordinator, Tracie Lindgren. The 504 Coordinator may be contacted at (406) 252-3773 or at 2929 3rd Avenue N, Ste. 538, Billings, Montana 59101. Requests may also be emailed to 504@tamarackpm.com.

PROTECTIONS PROVIDED UNDER THE VAWA: The Violence Against Women Act (VAWA) provides protections to women or men who are the victims of domestic violence, dating violence, sexual assault and/or stalking – collectively referred to as VAWA crimes. The Company 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. Affiliated persons include:

1. 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 person in the care, custody, or control of the victim); or

2. Any individual, resident/applicant, or lawful occupant living in the household of that individual.

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.

VAWA ensures that victims are not denied housing and housing assistance 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 this plan unless such requirements interfere with protections provided under the VAWA.

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 company 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:

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

The Company 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 secure location from other applicant or resident files.

Requests & Certification: When the Company responds to a request to exercise protections provided under the VAWA they will request that an individual complete, sign, and submit the VAWA certification form within fourteen (14) business days of the request. This certification may be submitted in an equally effective manner, as a reasonable accommodation, if there is the presence of a disability.

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. The Company will accept the following:

* A federal, state, tribal, territorial, or local police record or court record or,

* Documentation signed and attested to by a professional (employee, agent, or volunteer of a victim service provider, an attorney, medical personnel, etc.) from whom the victim has sought assistance in addressing domestic violence, dating violence and/or stalking or the effects of the abuse. The signature attests under penalty of perjury (28 U.S.C. §1746) to their belief that the incident in question represents bona fide abuse, and the victim of domestic violence, dating violence and/or stalking has signed or attested to the documentation.

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

Legal Action: Victims are encouraged to seek police/legal protection from their accused perpetrator. In some cases, the Company may file a restraining order against the accused perpetrator to prevent the accused perpetrator form entering the property.

Please see the property VAWA Policy for additional information.