

Opportunity Inc.
323 Carlanna Lake Rd.
Ketchikan, AK 99901 907-225-7825

TENANT SELECTION PROCEDURE

Project Eligibility: Eligibility is a determination that an applicant meets all of the criteria for the type of subsidy in the property. To be eligible for admission to Section 811 assistance subsidy at this project, an applicant must meet the income and disability requirements and provide other documentation as explained here:

1. The applicant must provide their social security number.
2. The applicant must qualify under the very-low income eligibility guidelines established annually by the US Department of Housing and Urban Development (HUD).
3. The applicant must meet the developmental disability requirement as defined by HUD and included in the application.
4. Unit must be the applicant's only residence.
5. Applicant must be willing to pay the rent and have the ability to abide by the lease.
6. Any applicant enrolled as a student, at an institution of higher education must meet all of the following criteria. The student must:
 - a. Be of legal contract age under state law;
 - b. Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy, **or**
 - c. Meet the U.S. Department of Education's definition of an independent student. (This definition is available upon request from Opportunity Inc.)
 - d. Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and
 - e. 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.

In addition to income and household qualifications an applicant shall be screened for the following:

1. The applicant must be able to demonstrate that his or her conduct in present or prior housing has been such that the admission to the project would not adversely affect the health, safety or right to peaceful enjoyment of the premises of other residents, or the physical environment or the financial stability of the project.
2. A 3 year favorable history of payments for rightful obligation including rent and utilities.
3. A history of cooperation with management regarding house rules and regulations; abiding by lease terms; and care of property.
5. A criminal background history that is free of violent criminal activity within 36 months of the date of application. The applicant cannot have a record within this time frame relating to physical violence of persons or property or any other criminal acts which would adversely affect the health, safety or welfare of other residents. Any household member cannot be subject to a state lifetime sex offender registration program.
6. The ability to abide by the terms of the lease in conjunction with available supportive services or otherwise, to maintain both their person and apartment in a manner which is not detrimental to either their safety or personal well being or to the safety and well being of other residents.
7. No evidence of a chemical/drug dependency, which would otherwise adversely affect the well being or safety of the applicant, other residents and/or property.

8. Not providing application information for determining eligibility may result in suspension of application.

Procedure for accepting applications/pre-applications: Anyone who wishes to be accepted into Opportunity Inc.'s housing units must submit a complete written application which is dated and signed. Incomplete applications will be rejected immediately. The application must contain enough information to enable management to tentatively determine the family's eligibility including:

- a. Household characteristics – such as disabled;
- b. Estimated anticipated annual income and assets now owned;
- c. The social security number of the tenant who is eligible under Section 811;
- d. Family size.
- e. Current physical address for the purpose of determining applicable residency preferences.
- f. Whether any family member has disposed of assets for less than their fair market value during the previous two years
- g. Determine the appropriate unit size (the names of all persons who would be living in the unit, their date of birth and relationship to family members).
- h. Screen applicant by checking with previous landlords and obtaining credit information.
- i. Determine if the applicant has ever been convicted of a felony or if they are currently or have ever been engaged in drug abuse or criminal activity.

The application will be used to:

1. Determine whether the family's assistance or tenancy in a subsidized housing program has ever been terminated for fraud, nonpayment of rent, or failure to cooperate with re-certification procedures.
2. Assess the effectiveness of the marketing strategy outlined in the Affirmative Fair Housing Marketing Plan (race and ethnicity of the head of household and how the applicant learned about the development).

Procedure for rejecting ineligible applicants:

Applicants may be rejected if:

- Family size is not appropriate for the size of the units that are available (see General Occupancy Standards);
- Applicant does not meet the project's tenant selection criteria
- Applicant does not sign and submit the verification consent forms for the Authorization to Release of Information (forms HUD-9887 and HUD*9887-A)

If management does not place an applicant on the waiting list or immediately process the applicant for admission, management must promptly notify the applicant in writing of the rejection and explain in the notice:

1. The reason for the rejection; and
2. That the applicant has 14 days to respond in writing or to request a meeting to discuss the rejection

A member of management's staff who did not make the initial decision to reject the applicant must conduct any meeting with the applicant or review of the applicant's written response. If the applicant appeals the rejection, management must give the applicant a written final decision within five days of the response or meeting. Management must keep the following materials on file for at least three years: application; initial rejection notice; any applicant reply; owner's final response; and all interview and verified information on which management based the rejection.

General Occupancy Standards: Opportunity Inc. limits the number of occupants for each one bedroom unit to two individuals, and for each two bedroom unit to four individuals. If a single individual applies for housing and there are no one bedroom units available, they will be offered an available two bedroom unit if there are no eligible families on the two bedroom waitlist. If an individual accepts a two bedroom unit, they can expect a roommate to be drawn from the one bedroom waitlist.

Applicant screening process: Screening is a determination that an otherwise eligible applicant has the ability to pay rent on time and to meet the requirements of the lease. When unit availability is pending, management will screen the applications for the following:

1. Information about the conduct of the applicant in present and prior housing.
2. Information about the applicant's behaviors and that of their live-in aide that would adversely affect the health, safety or welfare of other residents, or physical environment, or the financial stability of the project.

Screening information will include:

1. Demonstrated ability to pay rent on time;
2. Comments from the former landlords (an endorsement from the most recent landlord and at least one other landlord). An unacceptable rental history would indicate a pattern of late payments, tenant problems, and damage to the rental unit.
3. If applicant does not have rental history a non-family, personal reference will be obtained.
4. Prior housekeeping standards must demonstrate that the applicant will maintain their unit at a standard that is free of safety and health hazards.
5. Credit checks for the past three years are used to determine how well an applicant meets their financial obligations, and can demonstrate their ability to pay rent on time. An applicant may be rejected if they have a history of poor credit relating to rent or utilities. The lack of a credit history, as opposed to a poor credit history, is not sufficient justification to reject an applicant;
6. Screening for criminal activity for both the tenant and live-in aide as described on page 1, in item #5 pertaining to a criminal background history;
7. Information to reveal whether an applicant or live-in aide was evicted in the last three years from federally assisted housing for drug-related criminal activity. There are two exceptions to this provision:
 - The evicted household member has successfully completed an approved, supervised drug rehabilitation program; or
 - The circumstances leading to the eviction no longer exist (e.g., the household member no longer resides with the applicant household).
8. Information to reveal whether a household in which any member is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.
9. Information to reveal whether the applicant or live-in aide, are subject to a state lifetime sex offender registration program
10. If there is reasonable cause to believe that the applicant's or live-in aide's behavior from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment of the housing units by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.
11. Extenuating circumstances which may be discovered during the screening process will be evaluated on a case-by-case basis.

Prohibited Screening Criteria: The following factors **must not** be used when screening an applicant:

1. Physical examinations: Owners may not routinely require physical examinations as a condition of admission.
2. Meals and Other Services: Owners must not require tenants to participate in a meals program or establish charges for services without prior consent of HUD.
3. Donations or Contributions: Owners must not require donations, contributions or membership fees as a condition of admission.

Required use of EIV: If an applicant is deemed to be otherwise eligible for housing with Opportunity Inc., the management agent will use the EIV Existing Tenant Search to determine if the applicant or any applicant household members are currently residing at another Multifamily Housing or Public and Indian Housing (PIH) location. EIV gives Opportunity Inc. the option to query both the TRACS and Public and Indian Housing's (PIH's) Information Center (PIC) databases.

If the applicant or a member of the applicant's household is residing at another location, Opportunity Inc. will discuss this with the applicant, giving the applicant the opportunity to explain any circumstances relative to his/her being assisted at another location.

Depending on the outcome of the discussion with the applicant, Opportunity Inc. may need to follow-up with the respective PHA or O/A to confirm the individual's program participation status before admission. The report gives the Opportunity Inc. the ability to coordinate move-out and move-in dates with the PHA or O/A of the property at the other location.

Policy for opening/closing the wait list: If no suitable unit is available, management will place the applicant on an approved waiting list for Opportunity Inc. apartments and notify the applicant of approximately when a suitable unit will become available. If the waiting list is so long that the applicant would not likely be admitted for the next 12 months, management may refuse to accept any further applications for that reason. The wait list for Opportunity Inc. apartments will be updated and purged periodically. Applicants will be contacted in writing prior to removal of their name from the list.

Procedure for maintaining the waiting list: All completed applications are stamped with the date and time received and then they are listed on the waiting list in order of date and time received. A waitlist for individuals eligible for one bedroom units and a waitlist for individuals eligible for two bedroom units will be maintained separately. The wait list order is based on the date and time that a completed application is received. The waiting list contains requested data inclusive of date, name, address and phone number of applicants, income, statistical data, eligibility, date contacted for an interview and final tracking status (i.e., selection, rejection, cancellation, etc.) Applicants may request information on their current status by writing or calling the Opportunity Inc. office.

Procedures for selecting applicants from waiting list: All applications will be date and time stamped when received and each applicant shall be assigned his/her appropriate place on the wait list in sequence based on the date and time his/her completed application was received. An applicant in position number one on the wait list will be offered an open unit first. He or she may elect to "pass" on this offer for housing. On the first pass, the applicants' name will remain in place and the next applicant would be selected. The second pass would move the applicant to the bottom of the wait list. A third request to pass would remove the applicant from the wait list entirely.

Unit Transfer Policy: Individuals residing at Opportunity Inc. may request a unit transfer by filling out a Transfer Request Form available from Opportunity Inc. Acceptable reasons for transfers include:

1. A reasonable accommodation for a household member's disability or medical condition

2. A change in family size or composition that makes the tenant's current dwelling unit smaller or larger than appropriate

A tenant may be required to transfer to a different unit if the management agent deems that a unit is no longer appropriate for a family based on Opportunity Inc.'s Occupancy standards due to a change in family size.

Unit Transfer Waiting List: Opportunity Inc. will maintain separate waitlists for applicants awaiting transfers to one bedroom and two bedroom units. Tenants will be drawn from the waitlist in this order of priority:

1. Tenants requesting a transfer due to the need for a reasonable accommodation for a household member's disability or medical condition
2. Tenants required to transfer to a different unit because the management agent deems that a unit is no longer appropriate for a family due to a change in family size based on Opportunity Inc.'s Occupancy standards.
3. Tenants requesting a transfer due to a change in family size or composition that makes the tenant's current dwelling unit smaller or larger than appropriate

Tenants on the Unit Transfer Waiting Lists will be offered open units before applicants on the waitlists to move into units owned by Opportunity Inc.

Verification of applicant's statements and income: Applicants shall be required to furnish proof of their statements when required by Opportunity Inc. management. Certification by applicants will normally be considered sufficient verification of family composition. Certification is provided by the applicant's signature on the Application for Occupancy (HUD 50059) or Re-certification Intake Form.

1. All earned and unearned income and assets shall be verified at the time of admission or annual recertification through employers, government agencies, W-2 forms, check stubs, or other means to assure accuracy.
2. All determinations shall be fully documented in the files.

Fair Housing Requirements, Section 504 compliance: This Tenant Selection Criteria shall be used for properties developed under the HUD Section 811 guidelines and currently under rent-up and/or management by Opportunity Inc. The policy is one of equal opportunity and non-discrimination in compliance with all Civic Rights legislation (1964, 1968, 1988) Section 504 of the Rehabilitation Act of 1973 (if applicable) and Affirmative Fair Housing Marketing requirements. No applicant will be denied on the basis of race, color, religion, sex, familial status, handicap status, or national origin. Opportunity Inc. will use an Affirmative Fair Housing Marketing Plan to attract applicants of all eligible groups without regard to race, color, religion, sex, handicap, familial status, or national origin. The Equal Opportunity logotype will be used on all publications.

Live-in Aide Defined: A live-in aide is a person who resides with a person who has a disability and who:

- a. Is determined essential to the care and well being of the person;
- b. Is not obligated for the financial support of the person; and
- c. Would not be living in the unit except to provide the necessary supportive services.