

Greenwood Manor Apartments Tenant Selection Plan

Updated – September 4, 2007

The Gateway To The West Sertoma Club provides housing to persons without regard to race, color, religion, disability, familial status, national origin or gender at Greenwood Manor Apartments.. We do not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

Low-income subsidies are provided by the U.S. Department of Housing and Urban Development.

The guidelines stated below are to determine who can be admitted to reside at Greenwood (final approval will be subject to all verified material);

1. Project Eligibility Requirements:

a. Project specific Requirements:

The head of household must be eighteen (18) years of age or older or a legally emancipated minor.

b. Citizenship Requirements:

At Greenwood Manor Apartments, HUD restricts assistance to non-citizens with ineligible immigration status and requires applicants to complete citizenship declaration forms and submit evidence of citizenship or eligible immigration status at the time of application.

c. Social Security Number Requirements:

All household members, age six and older, must disclose and document Social Security numbers. Those who have not been assigned a Social Security number must sign a certification stating that no SSN has been assigned.

Documentation of the SSN must be provided once an SSN has been assigned.

d. Eligibility of Students for Federally Assisted Housing

No Section 8 assistance shall be provided to any individual who is enrolled as a full or part time student at an Institution on Higher Education as defined in (20U.S.C. 1002) who:

- 1. is under 24 years of age; or***
- 2. is not a Veteran; or***
- 3. is unmarried; or***
- 4. does not have a dependant child; or***
- 5. is disabled and began receiving the assistance after 11/30/2005.***

If a Student does not meet one of these 5 criteria, then the Student must meet a two part test to be eligible for assistance:

- 1. The Student must be eligible for Assistance, and***
- 2. The Student's parents, individually or jointly, must be eligible to receive assistance under the United States Housing Act of 1937 under the low income limits unless the student can demonstrate his or her independence from parents or guardian.***

To be classified as an "Independent Student", a student must meet one or more of the following criteria for which 3rd party confirmation can be obtained:

- 1. Be at least 24 years old by December 31 of the award year for which aid is sought; or***
- 2. Be an orphan or ward of the court through the age of 18; or***

3. *Be a Veteran of the U. s. Armed forces; or*
 4. *Have legal dependants other than a spouse (dependant children or an elderly dependant parent); or*
 5. *Be a graduate or professional student; or*
 6. *Be married*
- A. *The individual must not be claimed as a dependant by parents or legal guardians pursuant to IRS regulations.*
 - B. *The individual must obtain a certification of the amount of financial assistance that will be provided by parents, guardians or others signed by the individual providing the support. This certification is required even if no assistance will be provided.*
 - C. *This regulation does not apply to dependent children living with their parents in Section 8 housing.*

Further, when determining the eligibility of a person to receive assistance, (except for a person over the age of 23 with dependent children) any financial assistance in excess of amounts received for tuition that a student receives under the Higher Education Act of 1965, from private sources, or an institute of higher education, will be counted as income. Student loans are excluded from the income eligibility calculations. Although you will be required to verify that the money received is indeed Loans, not financial aid.

2. Income Limit Requirements:

a. Income Limits

A resident must meet income guidelines for Macon County as set forth by HUD. Income limits are updated by HUD annually.

3. Procedures for Accepting Applications and Selecting From the Waiting List:

a. Procedures for Accepting Applications

An applicant must submit a completed Application for Residency. Greenwood Manor maintains a waiting list for residency. Once received, an application will be evaluated; any application meeting the requirements as stated in the “Project Eligibility”, “Income Limit”, “Applicant Screening Criteria” sections will be placed on the wait list. Any application not meeting these requirements will be rejected and not placed on the wait list. In the event that an applicant is rejected, the applicant will receive written notification. The applicant shall have fourteen (14) days from the date of the letter to respond in writing or to request a meeting to discuss the rejection. Responses should be directed to Accounting & Administration, Parkside Property Management, LLC, 1435 S. 18th Street, St. Louis, Missouri 63104. When an applicant is rejected, more appeal rights will be provided.

b. Wait List Procedures:

An offer of an apartment will be made by telephone and, if necessary, by letter. A person offered an apartment has 24 hours from receipt of the phone call or, if notified by letter, five (5) days from the date of the mailing, to notify the office of their intention to accept or reject the offered apartment. Any deviation from this time frame must be approved in writing by a PPM Manager. An applicant will be removed from the waiting list if mail is returned due to incorrect mailing information or if a phone number is disconnected or incorrect.

Any eligible person who refuses an apartment due to medically necessary reasons will not lose his or her place on the waiting list. Otherwise, any applicant who is offered a unit and refuses a third time, will be removed from the waiting list. The individual may reapply at any time. However, their position

on the waiting list will be determined by the date their most recent application is submitted.

At any time there are changes to the Tenant Selection Plan all applicants on wait list will receive a copy of the updated Tenant Selection Plan.

c. Procedures for Applying Preferences:

HUD requires that no less than 40% of the admissions to any project assisted through the project-based section-8-program in any fiscal year must be extremely low-income households. Income targeting will be analyzed quarterly to insure the 40% target is met. In keeping with HUD's Income Targeting Policies, applicants at Greenwood Manor Apartments whose income are below the Extremely Low-Income Limit (30% of the area median income) may receive preference over another applicant in a higher position on the waitlist when a unit becomes available. To implement this preference the first extremely low income applicant on the waiting list (which may mean "skipping over some applicants with higher incomes) for the available unit, and then select the next eligible applicant currently at the top of the waiting list regardless of income level for the next available unit. As subsequent units become available, tenant selection continues to alternate between the next extremely low-income applicant and the eligible applicant at the top of the waiting list until the 40% target is reached.

d. Applicant Screening Criteria:

Acceptable credit screening will include:

Two positive landlord references, if landlord reference is unavailable, three positive personal references or one positive landlord and two positive personal references.

A positive landlord reference would include:

Rent was paid and in a timely manner, compliance with facility policies, compliance with lease requirements, property left in an acceptable condition with any back balances paid in full.

e. Credit History:

Credit history that shows no collection or outstanding balance due for rental or housing related activity such as utility payments or property management companies, or eviction.

f. Criminal/eviction screening:

Criminal/eviction screening that does not reveal:

- ***Felony or misdemeanor history related to any household member eviction from federally-assisted housing for drug-related or abusive alcohol activity in the past three (3) years.***

There are two exceptions to this provision:

- i. The evicted household has successfully completed an approved, supervised alcohol or drug rehabilitation program; or***
 - ii. The circumstances leading to the eviction no longer exist (i.e., the household member no longer resides with the applicant household.***
- ***Any household member currently engaging in illegal drug use, 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.***
 - ***Any household member currently an alcohol abuser whose behavior interferes with the health, safety and right to peaceful enjoyment of others.***
 - ***Any household member being subject to a lifetime sex offender registration program.***
 - ***Any household member is currently engaged in or has engaged in violent criminal activity or other criminal activity that would threaten the health, safety, or right to***

peaceful enjoyment of the premises by other residents, or of the site's employees, contractors, or agents.

- *Felony or misdemeanor history in the past seven (7) years relating to other criminal activity that threatens the health, safety, and the right to peaceful enjoyment of the property by other residents or the health and safety of the owner, employees, contractors, sub-contractors, or agents or the owner.*

Other allowable screening Criteria:

- *A resident must conduct himself/herself in a manner which does not threaten the health and safety of self and other residents, staff or the facility.*
- *A resident must be able to live according to and abide by the terms of their lease agreement.*

If any of the above information provided is inadequate, or a response is not received, the application process will proceed no further.

Procedures for rejecting ineligible applicants

- *Once the applicant screening criteria has been completed and all materials have been evaluated, any application not meeting the above requirements will be rejected. In the event that an applicant is rejected, the applicant will receive written notification. The applicant shall have (14) days from the date of the letter to respond in writing or to request a meeting to discuss the rejection. Responses may be directed to Accounting & Administration, Parkside Property Management, LLC, 1435 S. 18th Street, St. Louis, Missouri 63104. When an applicant is rejected, more appeal rights will be provided.*

4. Occupancy Standards

Residents will be required to meet the following local, State and HUD standards for occupancy (information must be verified):

***Occupancy Standards
Federally subsidized Programs***

Household Members

	<i>Minimum</i>	<i>Maximum</i>
<i>One Bedrooms</i>	<i>1</i>	<i>2</i>
<i>Two Bedrooms</i>	<i>2</i>	<i>4</i>
<i>Three Bedrooms</i>	<i>3</i>	<i>6</i>

Household members include:

- ***All full-time members of the household***
- ***Children who are away at school but live with the family during school recesses***
- ***Children who are subject to a joint custody agreement but live in the unit at least 50% of the time***
- ***An unborn child***
- ***Foster children***
- ***Live-in attendants.***

5. Unit Transfer Policies

- ***Residents may be required to transfer between apartments in the event the household composition increases or decreases***

- *Residents have the option to transfer between apartments for medically necessary reasons.*
- *A transfer request for medically necessary reasons must be accompanied by a note from the resident's physician. A written request for the transfer to a more desirable apartments would be made to management, during the move in process.*
Transfer requests will be placed on an in-house waiting list, in the order of the date they are received. In-house transfers have priority in regard to apartment availability.

6. *Policies to comply with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act Amendments of 1988.*

Section 504 prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance.

A reasonable accommodation defined by the Fair Housing Act is any accommodation to give a person with a disability an equal opportunity to use and enjoy a dwelling unit or common space. It is your responsibility to inform management of any situation where a reasonable accommodation is needed.

Reasonable accommodations should be submitted in writing. If unable to provide the request in writing, please notify management. Approvals and funding by Greenwood may be forthcoming, unless these requests would change the fundamental nature of Greenwood or result in undue financial and administrative burdens.

Fair Housing Act Amendment of 1988 prohibits discrimination on the basis of race, color, religion, gender, national origin, disability or familial status. We do not

discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

7. *Policy for opening and closing the waiting list for Greenwood Manor*

It is not our policy to close the waiting list for the property.

8. *Security Deposit Requirements*

HUD requires collection of a security deposit at the time of the initial lease execution. The amount of the required deposit is equal to the Total Tenant Payment, line 50 from the HUD 50059 form.

9. *Upon applying for residency at Greenwood Manor, the applicant must provide all financial information required by HUD (a list of financial information requirements will be provided) during a certification interview prior to being accepted for residency.*