

Resident Selection Plan Outline

CHFA supports the owner's desire to select responsible residents and expects the Management Agent to exercise sound judgment in the selection process. The fact that an applicant qualifies does not mean he/she would be a suitable resident for the community. Management Agent should develop a written selection plan designed to select eligible and responsible residents. The plan should provide leasing instructions for staff and, should include but not be limited to the following topics:

1. Eligibility Criteria

- a. Include income and family size requirements of the specific program under which the development was financed, i.e. 80/20, 40/60.
- b. Address other criteria, i.e., size of the unit; number of bedrooms, bedroom size, ability to pay rent, occupancy standards, etc.
- c. Admission of children to housing for the elderly.
- d. Eligibility of single persons.
- e. Eligibility for units made accessible under 504 of The Rehabilitation Act of 1973.
- f. Preferences, fully explain what preferences are to be applied, i.e., worker preference, residency preferences.

2. Types of Income Limits

- a. Section 221(d)(3)
- b. Section 236
- c. Section 8 very low
- d. Section 8 low income
- e. LIHTC
- f. Market rate
- g. Other

3. Processing Resident Applications

- a. Describe the procedures for accepting applications before and after completion of the development (for existing or proposed developments).
- b. Provide methods and forms to be used to verify eligibility.
- c. Indicate if office interviews will be scheduled and if credit reports are utilized.
- d. Provide amount charged as application fee.
- e. Describe procedures for holding apartments or offering apartments.
- f. Explain prepaid rent requirements, if any.
- g. Explain Security Deposit requirements - will arrangements be made for those person(s) who cannot pay full security deposit?
- h. Are or will pets be allowed? If so, attach a copy of the pet agreement.

4. Selection Criteria /Screening

- a. Provide the methods to be used to select and screen residents and the drafts of any documents to be used in the leasing process.
- b. Describe how and when non-selected or ineligible applicants will be notified.
- c. The Management Agent should consider the following factors when screening applicants and may establish other criteria not prohibited by federal or state statute, i.e. Fair Housing, etc.:
 - 1) Demonstrated ability to pay rent
 - 2) History of Residency - comments from current and former landlords
 - 3) Credit references – NOTE – Lack of a credit history (as opposed to a poor credit history) is not sufficient justification to reject an applicant.
 - 4) Housekeeping habits (Home visits may be for the purpose of assessing housekeeping habits)
 - 5) Criminal background check
 - 6) Screening and Eviction for Drug Abuse and other Criminal Activity, Final Rule Issued October 29, 2002, HUD Notice H 2002-22. Follow this link to see a copy: <http://www.hud.gov/offices/adm/hudclips/notices>
Then click on Housing, 2002, notice 22.
 - 7) Admission and Occupancy Provisions of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) for Multifamily Housing Programs issued September 7, 2000, HUD Notice H 00-18. Follow the link above, click on housing, then on 2000, then on notice 18.
 - 8) Units for persons with handicaps
 - 9) Accommodations to the handicapped
 - 10) Consideration of extenuating circumstance in the screening process
 - 11) Assistive Animals
 - 12) Are reasonable accommodations required?
 - 13) Preferences required by individual programs pursuant to state statute
 - 14) Preference based upon HUD Regulations
 - 15) Preferences as required by state/local law
 - 16) Other requirements, if applicable. (Explain in detail what other requirements are.)

5. Fair Housing and Equal Opportunity

- a. The procedures established in the CHFA Management and Affirmative Marketing Agreement must be adhered to.
- b. Management Agents must comply with all federal, state, and local Fair Housing and Civil Rights laws.
- c. Discrimination is strictly prohibited.
- d. Describe marketing and outreach efforts.
- e. Include a copy of the Affirmative Fair Housing Marketing Contract and/or Plan.

6. Handicapped Applicants

- a. Indicate the number of units designated for handicapped tenants.
- b. Describe marketing and outreach efforts.
- c. Persons using wheel chairs must be given priority for units designed for the handicapped.

7. Final Selection

- a. Explain in detail the method for final selection.
- b. Explain the tenant orientation process.
- c. Explain if there are any special occupancy categories such as handicapped and disabled applicants. What reasonable accommodations will or can be made, either by the agent or applicant if necessary?

8. Rejecting Applicants

- a. Indicate reasons/grounds for rejection and how applicants will be notified.
- b. Applicants may be rejected if:
 - 1) They fail to meet the eligibility requirements with regard to income.
 - 2) They are ineligible for the housing program which applies to development that applicant applied to.
 - 3) Household characteristics are not appropriate for the unit type available.
 - 4) Family size is not appropriate for the unit available, however they may be placed on the waiting list for an appropriate-size unit.
 - 5) Applicant does not satisfy resident selection criteria.
 - 6) They are unable to disclose and document all Social Security numbers or execute a certification when numbers have not been assigned.
 - 7) Applicant failed to sign and submit verification consents (i.e., HUD Forms 9887,9887a) and relevant individual verification consents.

9. Waiting List

- a. Explain how eligible applicants, who are not selected, are placed on a waiting list. Waiting lists for affordable units must be updated and submitted to CHFA on a regular basis.
- b. Eligible persons, currently residing in market rate units, will be given priority for affordable units.
- b. Procedures for selecting between residents on the waiting list and current residents who may need Section 8 assistance.
- c. Describe the frequency and procedure for updating the waiting list.

NOTE: For Subsidized Tenant Selection Plan, please refer to HUD Handbook 4350.3 for guidance in establishing a Tenant Selection Plan. Any additions or deletions to the tenant selection plan must be submitted to the Asset Manager for review and acceptance.