

RESIDENT SELECTION CRITERIA
ALL APPLICATIONS WILL BE PROCESSED USING THE SAME PROCEDURES.

All potential applicants who inquire will be given the opportunity to complete and submit an application to become a resident. In order to be considered, the applicant must complete the application in its entirety and return it to the designated agent of the property. **ONLY COMPLETED APPLICATIONS WILL BE CONSIDERED.** In the event the Applicant is placed on a waiting list, the application must be updated in writing by the applicant every six months. This is the applicant's responsibility, not management. Emergency family reference, telephone number and complete address must be on file. Applicant household must meet the following criteria to be determined eligible to live on the property:

1. Meet eligibility requirements for income and resident population type established by Knudson Management Co., Inc., HUD or USDA Rural Development. (See second and third pages of Resident Selection Criteria for program requirements)
2. Must meet the following occupancy standards:

Studio Apt.	– 1 to 2 persons	Two Bedrooms	– 2 to 4 persons
One Bedroom	– 1 to 2 persons	Three Bedrooms	– 3 to 6 persons
3. Have the legal capacity to enter into a lease agreement.
4. Have a history of compliance with past rental agreements. Including paying the rent as per the lease agreement, cooperation with management (including, but not limited to, completing all documents on a timely basis, and abiding by all rules and regulations). If past rental history is not available, then the applicant will be afforded like criteria as applied to other applicants.
5. Must not be engaged in or convicted of an illegal act including being a current user, manufacturer or distributor of a controlled substance. Persons presently enrolled in, or who have successfully completed a controlled substance abuse recovery program may be considered for occupancy.
6. Ineligibility of dangerous sex offenders for admission to public housing: U.S. Code: Title 42: Section 13663: Subchapter V states in part as follows: "Notwithstanding any other provision of law, an owner of federal assisted housing shall prohibit admission to such housing for any household that includes any individual who is subject to a lifetime registration requirement under a State Sex Offender Registration Program."
7. Have the ability to maintain a housing unit in a safe, sanitary and decent condition.
8. Applicant's tenancy does not constitute a direct threat to the health and safety of other individuals or their property.
9. Have a good credit history and demonstrate willingness to pay debts with no more than two collection accounts originated in the previous 24 months. Mitigating factors will be taken into consideration when applicants have had or are presently experiencing a hardship situation that is beyond their control such as disputes with creditors, including landlords, or when they were having difficulty paying rent and utility expenses that exceed 30 percent of adjusted monthly income.
10. Have the financial capacity to meet the household's basic living expenses and pay required rents. (See second and third pages of Resident Selection Criteria for program requirements)
11. Must have good landlord/good housekeeping references.

Applicant may be rejected if:

1. All questions on application are not answered truthfully and completely.
2. Accurate information concerning the past and present housing arrangements of the Applicant are not furnished, including the (1) name, address and telephone number of the landlord(s), if any, and (2) rental references that can be verified by telephone, if any.
3. Applicant is given a negative rental history provided by credit bureau or past landlord..
4. Applicant has a conviction involving drug or alcohol abuse, unless Applicant agrees, in writing, not to abuse drugs or alcohol and Applicant has successfully completed a rehabilitation program or is no longer engaged in the use of illegal drugs or abuse of alcohol.
5. Applicant has been convicted of a felony involving a violent act.
6. Applicant has a history of evictions.
7. Applicant is not of legal age.

The above criteria may be verified by management by any of the following means: credit checks, present or past landlord information, criminal history (management may request information from the National Crime Information Center), home visitations prior to move in (prior notice not required), schools, probation officials, newspaper articles, courts and personal references. Failure to cooperate with management in the investigation of past history or gathering of information is cause for denial of the application. Applicant can appeal rejection in writing.

No pets are allowed in multi-family properties. Companion and/or assistance animals are allowed if eligibility requirements are met. Pets are allowed in elderly properties. Management approval and a pet deposit and pet agreement are required.

All forms and documents must be signed by each adult that will occupy the unit. We may refuse applications if in the opinion of management the waiting list is so long that the average wait time is in excess of one year except for USDA Rural Development properties.

The following additional guidelines as they pertain to the specified programs will be used in evaluating your application for residency. The checked item or items below must be met to be approved:

USDA Rural Development / HUD Section 8 Residency Programs: Applicant must agree to utilize the property as their sole residence, meet the unit size standards and meet the income limits as established by HUD.

USDA Rural Development:

1. The applicant must meet USDA Rural Development requirements for income and tenant population type. USDA Rural Development must give prior approval for owners to rent to ineligible applicants. If this apartment complex is also subject to Section 42 of the Internal Revenue (IRS) Code, occupancy in the property will be further restricted to applicants that also meet the eligibility requirements of the Low Income Tax Credit Program (LIHTC). At the owner's option, due to vacancies, the owner may rent to non-eligible LIHTC applicants with the prior approval of USDA Rural Development.
2. The applicant must have the financial capacity to meet the household's basic living expenses and pay required rents. All applicants/tenants with annual adjusted income of \$5,000.00 or less and those applicants paying in excess of 40% of their monthly adjusted income for rent, plus utilities, must provide documentation showing sufficient income to meet their basic living needs, including rent payment.
3. Applicants not meeting the property's eligibility policies will be informed in writing within 15 days of their application that they were not considered eligible. The letter will include the reasons for the denial and advise them of their right to appeal that decision under the "Tenant Grievance and Appeal" procedure.
4. Applicants determined eligible will be informed in writing that they have been selected for immediate occupancy or that their name has been placed on the property's waiting list for the size of unit for which they are eligible. The name of each eligible applicant will be placed on the respective waiting list in chronological order by date and time. If the applicant is offered an apartment, they must take it when it is available or their name **WILL BE REMOVED** from the waiting list unless extenuating circumstances exist. An applicant whose name has been removed from the waiting list may reapply.
5. Priority for available apartments will be granted to handicapped or disabled persons needing the design features of the accessible handicapped unit, to holders of "Letters of Priority Entitlement" issued by USDA Rural Development and to those households displaced due to housing being rendered uninhabitable.
6. Except for the above priorities, selections will be made on a first come, first served basis from the selected income categories in the following order:
Households with:
 - a. Very low income
 - b. Low income
 - c. Moderate income
 - d. Above moderate income (If special authorization is granted by Rural Development)

NOTE: USDA Rural Development has an agreement with the Department of Labor to provide wage matching information for the purpose of detection of fraudulent statements regarding income.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, disability, or marital or family status. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an Equal Opportunity provider and Employer.

HUD:

1. Each application returned to the site will be logged documenting the date and time the application was received at the site and then processed accordingly:
 - a. Admit the applicant,
 - b. Reject the applicant, or
 - c. Place the applicant on the waiting list.
2. Once the application is received, and if the applicant meets preliminary qualifications, the applicant is notified of his/her placement on the waiting list. This does not mean the applicant qualifies or is eligible for the program. It means the applicant meets preliminary guidelines of age, income, screening and mobility impairment (if applicable). Final eligibility is determined after all income, assets, family composition and background checks are verified at an interview held when an apartment is available.

Applicants who have been offered a unit and decline the unit, go to the bottom of the waiting list and the application receives a new date; the date being the date and time the rejection of the unit was made by the applicant. The standard is two rejections of housing by the applicant, and the applicant's name will be removed from the waiting list. A letter is sent to the applicant advising that their name has been removed from the waiting list. This procedure is uniformly applied to all persons.

Existing residents that are not receiving any type of subsidy from another program will take precedence over applicants on waiting lists for any available rental assistance or transfers to appropriate sized units. Any existing resident transferring from a conventional rent to a Section 8 rent must be current on all rents due. Residents receiving rental subsidy must complete their initial lease term before a unit transfer will be approved.

3. Income Targeting: HUD has adopted policies and procedures for income targeting for admission to properties receiving project-based rental assistance. Forty Percent (40%) of annual admissions to a project must be made available to families with incomes that do not exceed thirty percent (30%) of the county median income (defined as an "extremely low income family").
 - a. Extremely low income family: A family whose annual income does not exceed thirty percent (30%) of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income ceilings for the area if HUD finds that such variations are necessary because of unusually high or low family incomes.
 - b. At properties designed for the elderly, admission priorities will be given to the following:
 4. elderly individuals or families,
 5. extremely low income elderly individuals or families as defined above as needed to meet the 40% extremely low income requirement,
 6. physically disabled persons or families will be given admission priority for accessible units over non-physically disabled persons or families.
 - c. At properties not designed for the elderly (family projects), admission priorities will be given to the following:
 1. qualified families,
 2. 40% of the units will be marketed to qualified extremely low income families,
 3. physically disabled persons or families will be given admission priority for accessible units over non-physically disabled persons or families.
4. Rejection: When an application is rejected by Management, the applicant will be notified of this decision in writing. This written statement, sent in a timely fashion, will include the reason(s) for the rejection, and state the applicant has the right to request a meeting with Management to discuss the rejection. The applicant will be further instructed to request the meeting in writing within 14 days of their receipt of the rejection letter.
5. There are restrictions for rental assistance to non-citizens. Verification of non-citizen status is required.
6. HUD requires the Owner to charge families a minimum monthly rent of no less than \$25.00
7. HUD requires Owners and Managers of Section 236 sites to grant a preference to applicants displaced by government action or by a presidentially declared disaster.

Conventional Residency Program:

1. Employment Verification: If head of household has been with current employer for less than six (6) months, previous six (6) months employment verification will be required.
2. Self employment Verification: Your previous year income tax return and current DBA document must be provided in order to verify.
3. Income requirements: Income will be based on an income ratio. The gross monthly rent can not exceed:
 - a. Married Individuals 25% combined monthly gross income.
 - b. Individual 28% of gross monthly income.
 - c. Individuals/More than 1 adult 33% of each gross monthly income.
 - d. or, verification of three (3) times the monthly rent plus the deposit amount in a bank account will also satisfy the income requirement.

All Applicants: I / We have read and understand the Tenant Selection Criteria for _____ Apartments.

Applicant

Date

Applicant

Date

