

APPLICANT INFORMATION AND BRIEFING

Resident Selection Process Summary*

Apartment Community Name: _____

Apartment Community Address: _____

PROGRAM The assisted housing program(s) available at this Apartment Community: (check all appropriate boxes)

- USDA Interest Credit
 USDA rental assistance
 HUD Section 8
 LIHTC (Tax Credit)
 CalHFA
 Bond
 HOME

INCOME REQUIREMENTS/LIMITS

Properties with Section 8 assistance, depending upon the effective date of the initial Housing Assistance Payments (HAP) contract for the property, will either be Pre-1981 Universe or Post-1981 Universe:

- Pre-1981 Universe – properties with Section 8 contracts initially effective prior to October 1, 1981, may admit applicants with income up to the low-income limit.
 Post-1981 Universe – properties with Section 8 contracts initially effective on or after October 1, 1981, must admit only very low-income households.

HUD establishes income limits and revises them annually to ensure that federal rental assistance is provided only to low-income families. The income limits are based on the median income of the geographic area for which the limit is established. Income limits are based on family size and the annual income the family receives. Income limits may vary by program.

The income limit for the program for this apartment community is _____ % of the area median income.

Your initial income category will be based on the estimated unverified amounts as stated on the rental application. Please try to be as accurate as possible. Final program eligibility will be based on verification of all information just prior to move in.

For Apartments WITHOUT rental assistance or Section 8, the minimum income requirements are:

APARTMENT RENT **X** _____ (Rent ratio) equals the MINIMUM MONTHLY INCOME needed to qualify.

OCCUPANCY STANDARDS

The occupancy standards listed below establish the size and number of bedrooms needed based on the number of people in the family.

APARTMENT SIZE	OCCUPANCY STANDARDS	HUD/CalHFA CONTRACT RENT	USDA BASIC RENT	USDA NOTE RATE RENT	MAXIMUM LIHTC RENT	BOND MAXIMUM
1 BEDROOM	1 – 2					
2 BEDROOM	2 – 4					
3 BEDROOM	3 – 6					
4 BEDROOM	4 – 8					

PROGRAM ELIGIBILITY REQUIREMENTS

Applicants must meet the following requirements to be eligible for occupancy and housing assistance.

1. The family’s annual income must not exceed program income limits.
2. Applicants must disclose social security numbers for all family members and provide documentation to prove the social security number is accurate (verification). If the social security number cannot be verified in the EIV Systems the assistance and/or tenancy will be terminated.
3. All adults in each applicant family must sign an Authorization for Release of Information prior to receiving assistance and annually thereafter.
4. The apartment for which the family is applying must be the family’s only residence.
5. An applicant must agree to pay the rent required by the program under which the applicant will receive assistance.
6. Only U.S. citizens or eligible non-citizens may receive assistance under Section 8, Section 236, and Section 202/8 programs.
7. All information reported by the family is subject to verification.
8. Student Eligibility – Section 8 assistance **shall not be provided** to any individual who:
 - a) 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;
 - b) Is under the age of 24;

- c) Is not married;
 - d) Is not a veteran of the United States Military;
 - e) Does not have a dependent child;
 - f) 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. 1437 a(b)(3)(E) and was not receiving section 8 assistance as of November 30, 2005).
 - g) Is not living with his or her parents who are receiving Section 8 assistance;
 - h) Is not individually eligible to receive Section 8 assistance **and** has parents (the parents individually or jointly) who are not income eligible to receive Section 8 assistance. (See paragraph 3-33 for verifying parent's eligibility).
9. For a student to be eligible independent of his or her parents (where the income of the parents is not relevant), the student must demonstrate the absence of, or his or her independence from, parents. The student must meet, at a minimum **all** of the following criteria to be eligible for Section 8 assistance. The student must:
- a) Be of legal contract age under state law;
 - b) Have established a household separate from parents or legal guardians for a least one year prior to application for occupancy, **or** meet the U.S. Department of Educations definition of an independent student.
 - 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 not assistance will be provided.
10. Student eligibility for assistance must be determined 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.
11. If an ineligible student is a member of an applicant household or an existing household receiving Section 8 assistance, the assistance for the household will not be prorated but will be terminated.

ACCEPTING APPLICATIONS AND SELECTION PROCEDURES:

1. Applications will be accepted at the on-site office located at:

Name of property: _____
 Address: _____
 Office Hours: _____
 Telephone Number: _____
 TDD Relay Number: (800) 735-2929

- 2. Each household member 18 years or older or legally emancipated must complete an application, with signature and date.
 - a) All lines must be completed in full; use "N/A" (not applicable) if such information does not apply to your situation.
 - b) All applications must be signed and dated.
 - c) No applicant will be placed on the waiting list until the application has been completed.
- 3. Provide proof of Social Security Number(s) for all household members.
- 4. Provide copies of Drivers License or picture ID.
- 5. Provide copies of birth certificates or adoption papers for all household members.
- 6. All emancipated minors must provide Certificate of Emancipation or Marriage Certificate.
- 7. Complete Citizenship/Immigration Declaration for each family member and Family Summary Sheet (Section 8)
- 8. Each application will be reviewed to determine initial eligibility based on income limits, minimum income requirement (if applicable), minimum age requirement and occupancy standards.
- 9. At the time the completed application is submitted, the applicant name will be placed on the waiting list chronologically. Placement on the waiting list DOES NOT imply acceptance or approval for housing.

PREFERENCES:

- 1. **Statutory** – Properties of Section 221 (d)(4), must give preference to applicants who have been displaced by government or a disaster declared by the U. S. President.
- 2. **Income Targeting** – All properties with HUD Section 8 are required to ensure that during a calendar year at least 40% of the HUD Section 8 apartments that become available, together with initial certifications of in-place residents, serve extremely low-income families. To comply with this requirement, we will alternate between the first extremely low applicant on the waiting list and the applicant at the top of the waiting list, which may mean that some applicants with higher incomes may be temporarily skipped.
- 3. **Working Families** – While still complying with Income Targeting requirements, a preference will be given to applicant households in which the head, spouse, or co-head of the household is employed. This preference shall not be denied to households in which the head or spouse is 62 or older, or to a person with disabilities.

FAIR-HOUSING AND COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE FAIR HOUSING ACT AMENDMENTS OF 1988 AND TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

By Federal and State law, it is illegal to discriminate against applicants or residents on the basis of their Age, Disability, Familial Status, Color, National Origin, Race, Religion, and Gender. Additionally, in the State of California it is illegal to discriminate against applicants or residents on the basis of Marital Status and Sexual Orientation. The owner of this apartment community has a legal obligation to provide "reasonable accommodation" to applicants if they or any member of their household have a qualified disability and request reasonable accommodation. Reasonable accommodation will be made to enable all persons to participate in, access, or benefit from any program, activity, policy, service and/or facility with regard to all properties. The ADA Coordinator for FPI Management, Inc. is Gary Haugstad, 800 Iron Point Road, Folsom, CA 95630 (916) 357-5300.

SCREENING CRITERIA

The verification and screening of applicants will not be processed or completed until 30 to 90 days prior to an anticipated move-in date. Information will be verified as follows:

1. Verification of housing/rental history
2. Credit report
3. Drug-related/violent/other criminal activity
4. Personal references (under certain circumstances)
5. Income/Assets
6. Medical and Other Expenses
7. Live-In Aides are subject to criminal background check and rental history.

When all of the verifications are received, the Management Representative will determine eligibility. The applicant will be notified of their acceptance or rejection for occupancy. Willfully withholding information and/or submitting false information will be grounds for rejection of the applicant, termination of tenancy, fines and/or imprisonment.

Domestic Violence, Dating Violence or Stalking – We will not reject an applicant based on a negative reference that is a result of Domestic Violence, Dating Violence or Stalking.

EIV – HUD provides the Owner/Agent with information about an applicant's current status as a HUD housing assistance recipient. The Owner/Agent must use the Enterprise Income Verification System 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 move out of the current property and/or forfeit any voucher before HUD assistance on this property will begin. Special consideration applies to some dependents where members of two households share 50% custody.

If the applicant or any member of the applicant household fails to fully and accurately disclose rental history, the application may be denied based on the applicant's "misrepresentation" of information.

£ Federal Law requires screening of drug, criminal background and sex offender registration information on all adult household members applying for assisted housing. All household members age 18 or older must sign consent to release screening and background check. Management will deny any applicant that provides incomplete and/or inaccurate information or does not consent to a background check.

REJECTING INELIGIBLE APPLICANTS

Rejecting ineligible applicants will be made in writing and may be issued if negative information on any of the screening criteria is revealed or if prospective resident refuses to give complete information, submits false information, or deliberately omits information in order for thorough screening to be accomplished. Denial notices will disclose the reason or reasons for denial and give the prospective resident fourteen (14) days to meet, review, and discuss with management. Upon review of additional information submitted, a decision for housing will be made within five (5) days of the appeal meeting. Should the denial decision be reversed, the applicant will then be restored to their position on the waiting list. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.

WAITING LIST POLICIES

After determining initial eligibility, you will be notified in writing that your name has been placed on the waiting list. Management can only give an *estimate* of when an apartment may be available.

1. USDA - Applications will be processed in chronological order by date and time a complete application is received.
2. HUD - Applications will be processed in chronological order by date and time received, except when meeting income targeting requirements and preferences.
3. Households may apply for different size apartments (if they qualify based on the occupancy standards) at the same time (e.g. 2 and 3 bedroom).
4. Applicants refusing an apartment will be removed from the waiting list, unless the applicant has a verified "hardship". The applicant may reapply.
5. Updating: Waiting Lists will be updated at a minimum annually to ensure the applicant information is current.
6. Closing the waiting list: At HUD communities, the waiting list may be closed when the average wait is excessive (e.g., one year or more).
7. Opening the Waiting List: Notification will be announced in the local newspaper when potential applicants may apply for housing and advertisements will conform to the advertising and outreach activities described in the Affirmative Fair Housing Marketing Plan.

SECURITY DEPOSIT POLICIES

Security deposits must be paid in full on or before the initial date of occupancy and the deposit may vary depending on the type of program at the apartment community.

INSPECTIONS

Apartment inspection will consist of move-in, move-out, and any other periodic inspections as contained in the terms and conditions of the lease, subsidy program of property and at the owner's/agent's discretion.

ANNUAL AND INTERIM RECERTIFICATION

For all government programs, annual recertification of income and eligibility **will be required**. Additionally, any changes in family composition, income, etc., will be required to be disclosed as they occur. The resident will be required to notify management in writing within ten (10) calendar days of any change. Please be aware such information is **mandatory** to maintain tenancy.

HUD "SAY NO TO DRUGS" Policy

This apartment community upholds the HUD "SAY NO TO DRUGS" Policy concerning drug use per Code of Federal Regulations (CFR) Volume 24 Section 880.607. Therefore, any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or any drug-related criminal activity on or near such premises, engaged in by resident, any member of resident's household, or any guest or other person under the resident's control, shall be cause for termination of tenancy.

POLICY CHANGES

Policies are reviewed and updated periodically. When policy changes are required and occur, a copy of the changes are distributed to residents and applicants (as applicable) and a sixty (60) day notice is given prior to changes being made effective.

APARTMENT TRANSFER POLICY

Transfer policies and requirements may vary depending on the property and rental program. In-place residents requiring or requesting a transfer will be transferred before applicants on the waiting list.

Priority transfers are considered for in-place residents not meeting occupancy standards (over or under-utilizing) the apartment. In addition, safety, medical and/or reasons that would prohibit a resident from physically achieving accessibility will also have priority for transfer.

Requests for transfers must be received in writing. Voluntary transfers will not be considered until after a resident has been in place for at least one (1) year, and has demonstrated to be a resident in good standing.

RESIDENT RESPONSIBILITIES

Terms of Lease – The lease term will be an initial 12 month period at move-in. After the first year, a month-to-month lease term will be in effect. A 30-day written notice will be required prior to moving out of the unit.

Rent: Rent is due by the first day of the month. Checks will be payable to: _____

Other Charges: Utilities are paid by the resident. They include: _____

Late Rent charge: _____

Lock out Charges/key charges: _____

MAINTENANCE/DAMAGES

Instructions on using all appliances will be reviewed upon move-in. All residents are responsible to keep the apartment clean. Alterations to the apartment **MUST** have owner written approval. Any damages to the property or apartment must be paid within 30 days. Damages to the property may be cause for termination of lease. All maintenance needs must be reported promptly. The owner/management will make necessary repairs and give reasonable notice to enter apartment for repairs. Both the owner and resident must comply with health, housing, and building codes and maintain premises in a decent, safe, and sanitary condition.

PENALTIES FOR FRAUD

Submission or false information may result in fines up to \$10,000 and five years imprisonment.

*** The full version of the Tenant Selection Process is available for review in the Resident Selection Handbook in the Rental Office.**



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