

TENANT SELECTION PLAN
For S.L. Nusbaum Realty Co. Managed Communities

PROPERTY INFORMATION

Property Name	The Fred
Property Management Company	S.L. Nusbaum Realty Co.
Property Contact Name	Claudia Foster
Address	402 Harlan Way
City, State, Zip	Frederick, MD
Phone	301-732-6522
Fax	301-360-5525

SLN and The Fred (aka Waverly View) shall be referred to (as applicable) collectively and individually as the “Property.”

Project Type

This community consists of 240 units and is a Section 42, Low Income Housing Tax Credit Property. Please see below for additional information on program eligibility.

Population Type

This community is open to any qualifying individual or family and is not limited specifically to any particular age group. In order to qualify for non-market rate units under the Section 42 program, applicants must meet basic non-market rate program requirements concerning familial status. These requirements are outlined below:

A Family is:

Either a single person or a group of persons, including:

- A household with or without children. A child who is temporarily away from home due to placement in foster care or any similar reasons is considered as a member of the family.
- A displaced family, which is a family in which each member or the sole member is a person displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized by federal disaster relief laws.
- A remaining member of a tenant family is a family member of an assisted tenant family who remains in a unit when other members of the family have left the unit.
- A single person.

PURPOSE OF THE TENANT SELECTION PLAN

The Tenant Selection Plan helps to ensure that residents are selected for occupancy in accordance with all federal, state, and local requirements, as well as established management policies.

Please contact the management office if you need help understanding this document. (Contacte por favor la oficina de gestión si usted necesita ayuda a comprender este documento.)

NONDISCRIMINATION AND FAIR HOUSING POLICIES

Nondiscrimination

It is the policy of the Property to comply fully with all federal, state and local fair housing laws. The Property does not and will not discriminate on the basis of race, color, national origin, religion, sex, familial status, or disability.

Fair Housing

The Fair Housing Act, including the 1988 Fair Housing Amendments Act, prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability, and familial status. It is the policy of the Property to comply with the applicable sections of both the Fair Housing Act and the 1988 Fair Housing Amendments Act.

Title VI of the Civil Rights Act of 1964

The Property complies with Title VI of the Civil Rights Act of 1964 which prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance from HUD.

Section 504 of The Rehabilitation Act

To the extent required under the law, the Property complies with Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination, based on the presence of a disability in all programs or activities operated by recipients of federal financial assistance.

Although Section 504 protections often overlap with the disability discrimination prohibitions included in the Fair Housing Act, Section 504 differs in that it imposes broader affirmative obligations to make programs, as a whole, accessible to persons with disabilities.

Reasonable Accommodations and Modifications

In accordance with the applicable federal, state, and local fair housing laws and regulations, the Property will make reasonable accommodations or modifications for individuals with disabilities (applicants or residents) unless these accommodations or modifications would change the fundamental nature of the community or result in undue financial and administrative burden.

In order to request a reasonable accommodation or modification, the Property encourages applicants (and residents) to complete the appropriate request form available at the Management Office. Form is strongly encouraged, but not required. In instances when a form is not completed, applicant and/or residents must be clear in their request for an accommodation and/or modification. These requests will be initially reviewed by the Property Manager, and, if necessary, reviewed by the Regional Manager and/or corporate office. If additional information is necessary to consider the request, the Property will contact the applicant regarding the additional information required. It is the policy of the Property to expeditiously review and respond to these requests. Management will respond to all requests within ten (10) business days. The Property will hold any applicable units until the request determination is finalized and communicated in writing to the applicant. In the event of a denial of a request for reasonable accommodation, the applicant will have eight business days from the written communication of the denial to challenge the decision before the unit can be rented to another qualified applicant.

For additional information about requesting a reasonable accommodation or modification, please contact the Management Office.

Availability of Assistance for Persons with Limited English Proficiency

Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” requires certain housing providers to develop and implement a system to provide housing assistance so persons with Limited English Proficiency (“LEP”) can have meaningful access to assisted housing opportunities. Where applicable, the Property, as necessary and required, will provide for such meaningful access consistent with this, as long as it does not unduly burden the fundamental mission of the property. The Property will work to ensure that people who apply for and/or qualify for housing assistance are provided meaningful access to HUD programs.

Violence Against Women Act (VAWA)

The Property understands that, regardless of whether state or local laws protect victims of domestic violence, dating violence, sexual assault, or stalking, people who have been victims of violence have certain protections provided through the VAWA and its subsequent reauthorizations.

VAWA, as amended from time to time, may provide protections to families applying for or receiving rental assistance payments under the Project-Based Section 8 program or housing/rental assistance under similar programs. The law protects victims of domestic violence, dating violence, stalking, and sexual assault as well as an affiliated individual of such victim generally, from being denied housing assistance or being evicted as a result of an incident of, or because of criminal activity directly relating to, domestic violence, dating violence, stalking, or sexual assault that is reported and confirmed.

Under the law, the following protections apply to applicants:

1. The Property shall not deny an application for admission or rental assistance on the basis of applicant's status as a victim of domestic violence, dating violence, stalking, or sexual assault if the applicant otherwise qualifies for admission or assistance.
2. The Property shall not deny a prospective resident's application for admission or rental assistance on the basis of criminal activity directly related to domestic violence, dating violence, stalking, or sexual assault engaged in by a member of a prospective resident's household or any guest or other person where the prospective resident is the victim of such criminal activity. However, notwithstanding the protections under VAWA, if the claimed victim of such domestic violence, dating violence or stalking poses "an actual and imminent threat to other residents or those employed at or providing service to the property," his or her application for housing may still be rejected. Of paramount consideration within VAWA is that the Property and its Management will not hold the claimed victim to a more demanding standard than other applicants or residents.
3. The Property may request in writing that the victim, or a household member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within fourteen (14) business days, or an agreed upon extension date, to receive protection under VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in a decision to reject the application.
4. Alternatively, or in addition to submitting HUD-91066, the Property may accept the following as verification from the claimed victim:
 - a. A federal, state, tribal, territorial, or local police record or court record; or
 - b. Documentation signed and attested to by a professional (employee, agent or volunteer of a victim service provider, an attorney, medical personnel, etc.) from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking or the effects of the abuse. The signatory must attest under penalty of perjury (28 U.S.C. §1746) as to his or her belief that the incident in question represents bona fide abuse, and the victim of domestic violence, dating violence or stalking has signed or attested to the documentation.
5. The Property will make reasonable attempts to work with the claimed victim to mitigate the risk of disclosing information to a request for protection under VAWA to the alleged abuser, including making acceptable delivery arrangements, such as inviting the claimed victim into the management office to pick up the certification form or making other discreet arrangements.

The identity of the victim and all information provided to owner/agent relating to the incident(s) of abuse covered under the VAWA will be retained in confidence. The HUD Form 91066 provides notice to the applicant of the confidentiality of the form and the limits thereof. Management will retain all documentation relating to an individual's domestic violence, dating

violence or stalking in a separate file that is kept in a separate secure location from other applicant and resident files.

If any applicant (or resident) wishes to exercise the protections provided under VAWA, he/she should contact the Management Office immediately. The Property will **not** assume that any act is a result of abuse covered under VAWA. In order to receive the protections outlined in VAWA, the applicant (or resident) must specify that he/she wishes to exercise these protections.

GENERAL PROGRAM ELIGIBILITY INFORMATION

Based on applicable federal, state, and/or local regulations, the Property may admit applicants pursuant to the federal, state, or locally-administered housing program(s), provided the applicant(s) meets the eligibility requirements established by the program. In the selection of applicants for admission to non-market rate units, eligibility criteria have been established in accordance with HUD guidelines. The following eligibility standards will be applied, as required, in accordance with HUD and other applicable federal, state, and/or local requirements:

- The program participant's household's annual income must not exceed program income limits as of the date of move-in;
- The Head-of-Household ("HOH"), co-Head-of-Household, the spouse, and all adults (18 years of age and older) must sign an Authorization for Release of Information (HUD Forms 9887 and 9887A) (for participation in any federally-administered program) and any Property created verification documents prior to receiving assistance and annually thereafter;
- The unit for which the household is applying must be the household's only residence;
- An applicant must agree to pay the rent required by the program under which the applicant will receive assistance;
- Only U.S. citizens or eligible non-citizens may receive assistance under the program (*See additional information below*);
- Applicants who claim eligible status for a program must disclose Social Security Numbers for all household members and provided proof of the numbers reported (*See additional information below*);
- The household size must be appropriate for the available units (*See additional information below*); and
- All information reported by the household is subject to verification.

STUDENT STATUS INFORMATION

A household where all members are full-time students is ineligible for residency unless the household falls in any one of these exceptions.

- All members are married and entitled to file a joint tax return.
- The household is comprised of a single parent(s) with minor children where neither the parent nor at least one child is claimed as dependents on someone else's tax return other than the absent parent of the children.
- The household receives Temporary Assistance to needy Families (TANF).

- The student participates in a program receiving assistance under the Job Training Partnership Act, Workforce Investment Act, or similar federal, state or local program.
- The student was previously in foster care.
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INCOME LIMITS AND RESTRICTIONS

Minimum rent to income ratio shall be 40% and shall include rental assistance if applicable.

Note- Reliance on a state or federal housing voucher will never be grounds for denial of an application and will be based on tenant's rental payment and utilities.

Maximum Income: (Limits available by contacting the leasing office)

240 Units	60%AMI
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OCCUPANCY STANDARDS

Occupancy standards serve to prevent the over-utilization or under-utilization of units that can result in an inefficient use of housing funding. The following standards will determine the number of bedrooms required to accommodate a family of a given size, except that such standards may be waived when a vacancy problem exists and it is necessary to achieve or maintain full occupancy.

Number of Bedrooms (No Den)	Minimum No. of Persons	Maximum No. of Persons
1	1	2
2	1	4
3	2	6

Notwithstanding anything to the contrary, if during the term of any lease, a child is born or adopted by the resident, and as a result of such birth or adoption, the occupancy standard established above shall be violated, the resident shall not be required by the Property/Management to move or transfer to a larger unit in order to comply with the occupancy standard until the conclusion of the term of the then-existing lease; provided that the resident shall at all times satisfy all other obligations under the lease, rules, and regulations applicable to the leased unit, including but not limited to any interim notification requirements.

RESIDENT SCREENING CRITERIA

The Property currently utilizes the following Resident Selection Criteria to determine if applicants are qualified to become residents at our apartment communities. (Note: Because laws change frequently, and because we conduct appropriately individualized assessment, we reserve

the right to modify or deviate from these general guidelines where appropriate and where required or allowed by law.)

Present and Past Employment & Income Verification

SLN requires the applicant to provide four (4) paystubs in order to verify income. The attached Income Verification is also used to verify.

Income Verification – please see attached. The applicant must present four (4) paystubs.

Confirmation of all information provided by applicant is required.

Please note, the Property will conduct employment and income verifications prior to move-in for all applicants. Additionally, if an applicant or tenant is or will be participating in a rental assistance program, then depending on the program, the Property may be required to (a) report the tenant/applicants income information to HUD or the applicable state governmental housing agency and/or (b) re-verify the tenant/applicants household income, assets, expenses and deduction on an annual basis.

Present and Past Credit Reports

A credit report and credit-related risk assessment will be processed on each applicant and prospective household member age 18 or over by a third-party vendor utilizing a nondiscriminatory risk assessment algorithm. The credit-related risk analysis may be based on various factors, such as credit, accounts, FICO score, rental history, rent-to-funds/income, debt-to-funds/income, liens, and/or bankruptcies.

- a) A valid, unexpired state or government photo identification and SSN are generally required for credit, background, and rental history screening purposes. Unless required by law, SLN does not utilize these documents for any purposes related to citizenship and/or immigration status.
- b) Any applicant unable to provide a valid SSN must provide a valid Tax Identification Number (“ITIN”). The applicant must have acceptable photo identification to match the SSN or Tax Identification Number. In the event that an applicant does not have a valid, unexpired driver’s license or other government issued ID, acceptable alternative forms of identification to match a SSN or ITIN will include (but not necessarily be limited to) a valid and unexpired 1) Permanent Resident Card (Form I-551), 2) Employment Authorization Card (Form I-766), 3) U.S. Passport, 4) Foreign Passport, 5) U.S. Visa Stamp, and/or 6) consular identification card. If an applicant is attempting to present another form of ID to match a SSN or ITIN, the Regional Property Manager must be contacted for further guidance.
- c) The absence of a credit file for any reason will generally result in a “Conditional” opinion that requires further Rental and Employment verification, and/or the requirement of a co-signer and/or additional security deposit.
- d) An unsatisfactory credit report and/or credit-related risk analysis can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report and/or credit-related risk analysis generally includes reports that reflect significant

issues with past or current bad debts, late payments or unpaid bills, liens, open rental judgments or open Chapter 7 bankruptcies.

e) If an applicant is rejected for poor credit history and/or credit-related risk analysis (or required to meet additional conditions such as an increased security deposit) the applicant will be given the name, address and telephone number of the credit-reporting agency that provided the credit report, as required by the FCRA. An applicant rejected for unsatisfactory credit and/or credit-related risk analysis or required to meet additional conditions is encouraged to obtain a copy of the credit report from the credit-reporting agency, correct any erroneous information that may be on the report, and re-submit an application to this community.

f) The content of any credit reports will not be released from management except as allowed/required by law.

g) Any applicant rejected or required to meet additional conditions on the basis of credit history/risk analysis whose credit was harmed as a result of being a victim of domestic abuse may provide additional information. SLN will complete an individualized assessment considering information provided by the applicant from a court, attorney, sexual or domestic violence support agency, or related source. Any applicant who would like an individualized assessment based on their credit being harmed as a victim of domestic abuse should contact SLN by calling 866.856.8792

h) Additionally, if the applicant would like any additional information considered by SLN as part of an individualized assessment, he/she should call 866.856.8792.

Notwithstanding the information above, if a tenant or applicant participates or will be participating in a rental/assistance program which will provide the Property with the ability to recover for any economic losses related to the tenancy, then the Property will waive the credit report requirements and/or standards.

Present and Past Rental History

Confirmation of good rental history for the last 12 months is generally required. In the event an applicant has not rented in the last 12 months, then history of good rental history over the longest period of rental during the three years preceding the application may also be considered.

Confirmation of rental history is generally in the form of an Applicant Rental History Check questionnaire completed by the applicant's current or former landlord. An affirmative answer to any questions one through six on the Applicant Rental History Check will generally result in denial of the rental application. Applicants with housing judgments will generally be required to demonstrate that the judgments have been satisfied. Prospects with unpaid housing judgments, or who owe funds to an SLN managed community, are generally not eligible to rent at any SLN managed community. Applicants with paid rental judgments are typically eligible to rent.

Notwithstanding the information above, to the extent that the present or past rental history is negative due to unpaid rent or money owed, the Property will not hold this against applicants who are or will be participating in a rental/assistance program which provides the Property with the ability to recover any economic losses related to the impending tenancy.

Criminal Background Checks

All applicants and prospective residents 18 years of age and older are required to submit to a criminal background check. In determining whether a particular conviction will be disqualifying, SLN applies an individualized assessment of (among other things) the nature of the conviction(s), the timing of the conviction(s), and where appropriate, any mitigating information provided by the applicant. It is SLN's general policy not to accept prospective residents who have been convicted of certain felonies and/or misdemeanors which, based on their seriousness, recentness, or relation to risks inherent in tenancy, create legitimate concern about the safety, health, property and/or welfare of other residents. Arrests alone will not be considered; however, underlying activity related to pending criminal charges may be considered based on an individualized assessment and the applicant may be asked to provide further info. The following guidelines will generally apply, although these general guidelines are subject to change and are not intended to be all inclusive:

- a) Generally, felony convictions within the seven years preceding the date of application related to such crimes as (without limitation) arson, breaking & entering, burglary, grand larceny, malicious injury to property, receiving stolen property, theft, assault, battery, deadly conduct, injury to child or elderly, kidnapping, manslaughter, murder, robbery, child pornography, prostitution, public lewdness, sexual assault, rape, sex abuse, sex exploitation of minor, sodomy, statutory rape, failure to register as a sex offender, indecent exposure, and/or peeping will result in denial of the rental application. In addition to the types of convictions listed, other felony convictions of a similarly serious nature involving significant sex, property, and/or violence related crimes will generally result in denial if they occurred within seven years of the date of application.
- b) Generally, felony convictions within the five years preceding the date of application related to such crimes as (without limitation) abandonment, abuse, domestic violence, endangering a child, injury to child, assault with deadly weapon, discharging firearm, possessing firearm, negligent use of weapon, and/or throwing missiles will result in denial of the rental application. In addition to the types of convictions listed, other felony convictions of a similar nature involving family relations and/or weapons crimes will generally result in denial if they occurred within five years of the date of application.
- c) Generally, felony convictions within the three years preceding the date of application related to such crimes as (without limitation) aiding and abetting theft, petty theft, shoplifting, vandalism, reckless endangerment, and/or terroristic threats will result in denial of the rental application. In addition to the types of convictions, other felony convictions of a similar nature involving property and/or violence crimes will generally result in denial if they occurred within three years of the date of application.
- d) Generally, felony convictions within the two years preceding the date of application related to such crimes as (without limitation) abandonment or neglect of animal, animal abuse, animal bite or attack, dog fighting, counterfeiting, embezzlement, forgery, identity theft, insurance fraud, obtain by false pretenses, assault on police officer, deliver drugs/weapons to prisoner, escape, hindering apprehension, obstruction of justice, resisting arrest, bribery, disobey police officer, criminal mischief, engage in riot, fighting,

hit and run, harassment, stalking, disturbing the peace, blackmail, extortion, racketeering, conspiracy, attempt to engage in organized crime, and/or trespassing will result in the denial of the rental application. In addition to the types of convictions listed, other felony convictions of a similar nature involving animal, fraud, public justice, public order, gambling, organized crime, and/or related crimes will generally result in denial if they occurred within two years of the date of application.

e) Generally, felony convictions within one year preceding the date of application related to cyber stalking, damage computer software, hacking, and/or wiretapping will result in the denial of the rental application. In addition to the types of convictions listed, other felony convictions of a similar nature, including computer/telecommunication-related crimes will generally result in denial if they occurred within one year of the date of application.

f) Generally, misdemeanor convictions within the two years preceding the date of application related to such crimes as (without limitation) arson, breaking & entering, burglary, criminal damage, grand larceny, malicious injury to property, receiving stolen property, theft, assault battery, deadly conduct, injury to child or elderly, kidnapping, manslaughter, murder, robbery, abandonment, abuse, domestic violence, endangering a child, injury to child, assault with deadly weapon, discharging firearm, felon possessing firearm, manufacture destructive device, negligent use of weapon, and/or throwing missiles will result in denial of the rental application. In addition to the types of convictions listed, other misdemeanor convictions of a similar nature, including property, violence, family relations, and/or weapons related crimes will generally result in denial if they occurred within two years of the date of application.

g) Generally, misdemeanor convictions within one year preceding the date of application related to such crimes as (without limitation) aiding and abetting theft, petty theft, shoplifting, vandalism, assault on police officer, contempt, deliver drugs/weapons to prisoner, hindering apprehension, obstruction of justice, false statement to officer, resisting arrest, criminal mischief, engage in riot, fighting, hit and run, harassment, and/or stalking will result in denial of the rental application. In addition to the types of convictions listed, other misdemeanor convictions of a similar nature related to public justice-related crimes will result in denial if they occurred within one year of the date of application.

h) Drug-Related Convictions: Generally felony convictions within five years preceding the date of application related to maintaining a place for drug use, manufacturing for sale, trafficking, smuggling, dealing, and certain felonies related to possession of certain drugs will generally result in denial of the rental application. In addition to the types of convictions listed, other significant drug-related felony convictions of a similar nature will generally result in denial if they occurred within five years of the date of application.

i) Any non-violent drug-related convictions related to drug abuse, possession of marijuana, and/or possession of paraphernalia (not including felonies described above) will generally be ignored if the non-violent drug-related conviction was more than 3 years prior to the date of application and if the applicant has no other convictions

including those related to violence, theft/breaking and entering, or other serious drug-related convictions. However, such convictions may be considered as part of an individualized assessment that includes consideration of another conviction listed above or in this paragraph.

j) Sex Offender Registrants: Applicants with a lifetime registration on a sex offender registry or an otherwise active sex offender registration will generally be denied. As with all convictions, Applicants are able to provide additional information for consideration as part of an individualized assessment.

k) Pending Criminal Charges: In the event an applicant has pending criminal charges, SLN may review the underlying conduct and complete an individualized assessment on a case-by-case basis. Pending criminal charges could result in the denial of an application where an individualized assessment adequately confirms the nature of the underlying conduct and the household's suitability for admission. If an applicant is admitted with pending criminal charges and is subsequently convicted of criminal activity that would have resulted in an initial denial, then SLN reserves the right to terminate the lease based on the conviction.

l) Individualized Assessment: Notwithstanding the above general rules, it is SLN's policy to conduct an individualized assessment of the relevant conviction, including the timing of the conviction, the age of the individual at the time of conviction, evidence of rehabilitation efforts, evidence that the individual has maintained a good tenant history before and/or after the conviction, and any other mitigating information provided by the applicant. SLN also reserves the right to consider convictions that occurred outside of the otherwise relevant period, as part of the individualized assessment of a conviction which occurred within the relevant period. The applicant may also share any additional information he/she would like considered as part of the individualized assessment by calling SLN at 866.856.8792.

m) An applicant rejected based in whole or in part on criminal convictions is encouraged to obtain a copy of the background check report from the reporting agency, correct any erroneous information that may be on the report, and re-submit an application to this community. The applicant may also share any additional information he/she would like considered as part of the individualized assessment by calling SLN at 866.856.8792.

n) SLN is committed to complying with the Fair Housing Act and other applicable fair housing laws.

o) Where required by law for subsidized housing, SLN prohibits the admission of any applicant or potential household members who: (i) Were evicted in the last three years from federally-assisted housing for drug-related criminal activity; (ii) Are engaged in illegal drug use, or who SLN has reasonable cause to believe illegally uses or has a pattern of using illegal drugs which may interfere with the health, safety, and enjoyment of the property for other residents; (iii) Are subject to a state sex offender lifetime registration requirement; and/or (iv) Are engaged in alcohol abuse which may interfere with the health, safety, and enjoyment of the property for other residents.

Misrepresentation

Any willful misrepresentation by the applicant or prospective household members in the application process will result in denial of the application.

Disqualification

If it is determined that any occupant who is expected to reside in the apartment falls within any one of the preceding categories, the applicant may be disapproved for admission. Should an applicant have a question about the Property's Resident Selection Criteria, or any questions about the selection process, he/she should contact the Community Manager.

APPLICATION PROCESS

Management adheres to all federal, state and local fair housing laws which forbid discrimination based on race, color, creed, religion, sex, handicap, familial status, elderliness or national origin. S.L. Nusbaum Realty Co. utilizes the Resident Selection Criteria to determine if applicants are qualified to become residents at our apartment communities. The company is an equal opportunity housing provider and complies with all federal, state and local laws.

Rental applications are evaluated with OneSite software, which evaluates the credit report of the prospect against criteria, customized for each specific community. Any negative responses such as unpaid judgments, delinquencies or bankruptcies may affect the approval of the applicant.

Applicants with Disabilities and Reasonable Accommodations

The Property will make reasonable accommodations in community policies, processes, and/or procedures for all applicants with disabilities (as defined in applicable federal, state, or local law) who require such changes to have equal access to any aspect of the application process (e.g. providing alternative methods of application in-take) or to the development and its programs and services.

Application Requirements

The following shall be application requirements for all community units, except where otherwise noted.

1. A written application will be taken for all units.
2. A credit and criminal background report will be ordered for all household members 18 years of age and older, including a check of all state sex offender registration programs that provide such information. If the applicant meets the credit and criminal background standards for the community, a verification of household income and assets will be obtained for all unit types.
3. The Property will verify and assess applicant(s) prior rental history based on information consistent with that described in this document.

4. The following actions will also be taken with regard to applicants for housing assistance programs, PBRA, and LIHTC units:
 - a. Verification of Social Security Card or Tax Payer ID information for all household members;
 - b. Copies of birth certificates for all household members will be obtained;
 - c. For Section 8 and LIHTC Units, student eligibility will be verified as described in this document;
 - d. For any unit for which a resident receives a project-based voucher, all household members must also meet the student eligibility requirements of the Section 8 project-based voucher program in order to be eligible for housing.
 - e. Household composition will be verified or certified as necessary.
5. An application fee of \$11 will be charged for each adult applicant. The fee will not exceed the owners out of pocket expense to process the applications.

WAITING LIST INFORMATION AND PROCEDURES

One waitlist subdivided by bedroom size is maintained. Preference for occupancy of units designed to accommodate persons with physical impairments (mobility, visual, and/or hearing) will be given to disabled individuals or families who require the accessibility features provided in the units. Once this preference has been satisfied, applicants are selected from the waiting list based on the date and time their applications were submitted.

Applicants are selected for various rent and income levels at the property (if applicable), based on income and the date and time of application. When an apartment becomes available, applicants will be called in the order of application date, determining if they are interested in the unit. If interested, the applicant family will have 48 hours to respond to the office.

The waitlist is never closed.

APPLICANT NOTIFICATION OF ACCEPTANCE OR REJECTION

Approved and disapproved applicants should be notified by phone within 48 business hours after submission of application and verifications. OneSite screening will issue a result letter, listing specific reason(s) for rejection- if applicable, that must be delivered to the applicant as quickly as possible which includes a contact number and appeal rights and processes.

Acceptances or Rejections are based solely on the written criteria outlined in the Tenant Selection Criteria.

Leasing staff is not allowed to discuss specific details or provide a copy of the report to the applicant.

If approved, the applicant will have 48 hours to complete and confirm their acceptance.

If rejected, the applicant will have 14 days to respond to the Community Manager with an appeal. Management will respond promptly to all such requests, no more than 5 business days.

Applicants have the right to Reasonable Accommodations throughout the application process, including the appeals process. Applicants should contact the Community Manager with Reasonable Accommodation requests.

UNIT TRANSFER POLICIES

Occasionally, a resident will request to transfer from one apartment to another within the apartment community. The following rules apply to transfers:

- Residents that are current on their rent and their apartment has been inspected and is in good condition will be allowed to transfer
- A resident may only transfer after he or she has completed all lease terms in his or her original apartment lease contract. The transfer may only be completed after the expiration of the original lease. Transfers during a subsequent lease term are permitted.
- In certain unusual circumstances, a resident may be permitted to transfer before the expiration date of the initial lease. This provision is intended for unusual circumstances, such as the birth of a child, marriage, etc.
- Transfer Request Form must be completed.
- Lease holders will be subject to an updated criminal and credit history review. Credit will not be used for eligibility of transfer but the rental account must be in good standing at the time of transfer.
- A new lease must be started upon transfer.
- If pre transfer inspection reveals damage from pet, then transfer is not allowed. If no pet damage is found, then pet fee transfers to new apartment.
- Residents in good standing shall have priority for transfer to available units ahead of those on the external waitlist.
- Reasons for transfer requests include but are not limited to:
 - Family Size
 - Change in Family Composition
 - Medical Reason
 - Need for Accessible Unit
 - Need for Reasonable Accommodation
 - Households residing in an accessible unit that do not need the accessibility features.
 - VAWA Emergency Transfers

PET POLICY

This community does all pets. The following will apply. Fees and a non-refundable pet fee will apply. This is specific to each community. The following breed restrictions will apply: Pit Bulls, Bull Terriers, American Staffordshire Terriers, Rottweiler's, German Shepherds, Dobermans, Chows, Presa Canarios, Akitas, Wolf Hybrids, and Huskies, full blood or mixed at any percentage, are prohibited, except dogs trained to assist the disabled and active duty canine police officers residing with an active duty law enforcement officer.

- Exotic pet/animals such as snakes and potbellied pigs, and all illegal pets/animals are prohibited. Landlord shall determine whether a pet/animal is “exotic”.
- No “visiting” pets/animals are permitted.
- No more than the Pet/Animal limits shall be permitted in the Apartment Home
- If landlord objects to a pet/animal, Landlord may demand removal of the pet/animal without affecting the Lease or Resident’s responsibilities and obligations under the lease. Any pet/animal may be restricted from the Community if:
 - Landlord reasonably perceives it to be dangerous or destructive to property, other residents, additional live-in residents, guests, invitees or employees;
 - The pet/animal causes excessive or continuous noise; or
 - The pet/animal displays aggressive behavior.
- Pets/animals must be kept on leashes at all times when outside of the Apartment home. Residents must restrain and control pet/animal activity while in the hallways, elevators and other Common Areas. Pets/animals may not be tied outside or left on a patio/balcony unattended. Birds must remain caged at all times.
- Pets/animals must be walked in designated pet/animal areas (if provided) or off the community property. Resident is responsible for immediate and proper cleaning up after and disposal of waste from the pet/animal. Resident must place solid cat litter in a plastic trash bag that is securely tied for disposal.
- Resident is responsible for any Loss caused by the pet/animal in the Apartment Home or any other areas of the community, including the cost of ridding the Apartment Home and/or community building of fleas caused by Resident’s pet/animal.
- If Resident has a large aquarium containing more than 20 gallons of water (not to exceed 50 gallons), Resident shall present proof of person Renter’s Liability Insurance with a minimum property damage limit of \$100,000 and a maximum deductible of \$500. The insurance policy must be in effect during the entire term of the Lease.
- Termination will occur if any of the following events happen:
 - Immediately, without notice, if payment of the Pet Rent is not timely paid when due;
 - Upon 5 days’ written notice from Landlord to Resident if Resident breaches the pet addendum (above policies), other than non-payment of the Pet Rent; and
 - 30 calendar days after notice by either party to the other of the party’s intent to terminate
- Assistance Animals for Person and Disabilities: Animals specifically trained to assist persons with disabilities are subject to the terms of the addendum (above policies), except no Pet Deposit, Pet Fee, Pet Rent, or Liability insurance shall be required.

SMOKING POLICY

This is a non-smoking community. Please see attached addendum.

ADDITIONAL COMMUNITY POLICIES

Other community policies are provided in the lease agreement. A copy of the lease is available to all applicants.

CHANGES TO TENANT SELECTION PLAN

This plan was established December of 2024. This Tenant Selection Plan will be periodically reviewed and amended to ensure that it reflects current operating practices, program priorities, and federal, state, and/or local requirements. If this Tenant Selection Plan is substantially updated, you may be notified.

