

Greenwood Gardens Tenant Selection Plan

The following requirements must be met to be an eligible applicant for Greenwood Gardens.

An applicant must:

1. Be 18 years of age or older
2. Meet the definition of Family as defined by HUD:
 - a. A family with or without children
 - b. An elderly family
 - c. A near-elderly family
 - d. A disabled family
 - e. A displaced family
 - f. The remaining member of a tenant family

3. Meet the HUD occupancy standards

<u>Number of Bedrooms</u>	<u>Minimum Persons</u>	<u>Maximum Persons</u>
2	1	4
3	2	6

4. Meet the income requirements

Income must fall within 50 to 60% of the area median income, adjusted for family size for non-handicapped accessible units, and 20 to 60% of the area median income, adjusted for family size for the handicapped accessible units

5. Must pass all screening criteria

a. **Criminal Background Check:** Criminal background checks will be conducted on all household members who are 18 years of age or older. Applicants will be rejected if any member of the applicant household has a history of violent behavior, including but not limited to incidents of domestic violence or has been involved in any criminal activity, including but not limited to drug related criminal activity, which would adversely affect the health, safety or welfare of other residents. Applicants will be given the opportunity to provide mitigating information, including evidence of rehabilitation and the circumstances of the criminal behavior. However, the general rule will be that no member of the applicant's family may have engaged in drug related criminal activity within the past ten years.

b. **Credit Check:** A credit report will be requested for the applicant, as well as all family members over 18 listed on the application. The following constitute unacceptable credit:

1. any utility (electric, natural gas, water, sewer) past due or in collection
2. multiple accounts, other than medical, that have been placed in collection or charged off in the past three years

Consideration will be given to an applicant with proof of catastrophic circumstances, i.e. death or illness in the family, divorce, loss of job.

c. Rental History: Landlord verifications for the past three years will be requested. Unpaid rent, chronic late payment of rent, destruction of property, noncompliance of the lease and unsatisfactory housekeeping are causes for rejection of an application.

The following reasons may be used in rejecting applicants for processing/housing:

- a. If the applicant fails to meet any one or more of the eligibility criteria
- b. If the applicant submits false information about themselves or any other household member
- c. If the applicant is unable to produce and verify the social security number of all household members
- d. If the household income of the applicant exceeds the maximum income limit which is dictated by the program for their family size
- e. If the household income is below the minimum income, the monthly rent and utility allowance required to be paid by the applicant for the unit cannot exceed 40% of the household's gross monthly income
- f. Rejection can result if the rental history indicates that the applicant could be a credit risk, present a nuisance to the resident community or damage the premises

If an application is rejected, either when received or after being placed on the waiting list, a rejection letter shall be sent stating the reason(s) for rejection and advising that the applicant has ten (10) working days to appeal the decision in writing. The ten (10) working days will be counted from the date the letter is mailed.

Applications not rejected based on the preliminary screening review will be placed at the bottom of the appropriate waiting list in chronological order and categorized based on gross income as stated in application. Each applicant shall be notified in writing that they have been placed on the appropriate waiting list.