

Oak Ridge Housing Tenant Selection Plan

The Oak Ridge Townhouses development is funded with tax credit and federal HOME monies that determine selection regulations.

An applicant must:

1. Be 18 years 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, and
 - g. A single person who is not an elderly or displaced person, or a person with disabilities, or 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 income requirements

Income must fall within 40 to 60% of the area median income, adjusted for family size for non-handicapped accessible units, and 20 to 40% of the area median income, adjusted for family size for the four handicapped accessible;

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 or 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, or
- 2) any account, other than medical, 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 family, divorce, or loss of job.

c. Landlord Verification: Landlord verifications for the past two 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.

In 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 the application. Each applicant shall be notified in writing that they have been placed on the appropriate waiting list.