

BRUSH VILLAGE TENANT SELECTION PROCEDURES

This tenant selection procedure shall be followed for renting units in the property commonly known as Brush Village, a 40-unit LIHTC property in which the Housing Authority of the City Brush acts as the General Partner for the Brush Village Partnership, Ltd. By policy, the Brush Housing Authority complies with all Civil Rights legislation, Section 504 of the Rehabilitation Act and Affirmative Fair Housing Marketing requirements as set forth individually for each property. No applicant will be denied rental opportunities on the basis of race, color, religion, sex, familial status, handicap status, or national origin. Applicants must meet all Colorado Housing & Finance Authority and Brush Housing Authority tenant selection requirements to gain admission to this property.

1. Application Procedures

The rental properties of the Housing Authority are marketed at least once per year, if not more frequently, as required by the funding agencies using all advertising and community contacts as set forth in the HUD Affirmative Fair Housing Marketing Plan. All persons interested in any rental property of the Housing Authority may request an application either in person or through a designated individual at the local administrative office during posted office hours; or request an application to be mailed by calling the local phone number posted at the property sites and at the administrative offices. FAX request for applications may be sent. TDD is available by calling the County TDD number. Applications are available even if a sizable waiting list exists.

The approved application (see attachment) must be used and contains requests for all information necessary for determining initial eligibility. Applicants may request assistance in completing the application if necessary. The Housing Authority's policy is to assist wherever possible especially in the accommodation requests by persons with disabilities or handicaps., All applicants whose application are not complete will be contacted within 10 days of receipt, in writing, with a written list of items necessary to complete the application. While the administrative office will track all applications and requests for additional information, no application will be placed on the waiting list until it is complete. When a completed application is received or the requested information received subsequently to make it complete, the application will then be logged by date and time received. If a vacancy at the property exists, or is expected within the next 90 days, the verification-selection process will begin immediately in regard to the income, assets, allowances for certification and the Housing Authority's preferences for selection or rejection.

The application contains a release form which must be signed by the applicant to authorize the administration to verify all income, assets, expenses, credit history and other references. Placement of an application on the waiting list does not denote the final tenant selection. That can and will occur only after complete processing.

All applicants who submit a completed application (or when an application becomes complete) will be notified in writing of waiting list status or subsequent tenant selection or rejection. Any applicant who exceeds income limits for eligibility based upon application information, or if ineligible during later processing, would be notified in writing that they are ineligible. However, should the property have permission (or will be seeking such permission) to rent to ineligibles, the income ineligible application would be maintained on the waiting list.

2. Waiting list

All completed applications are placed on the waiting list by date and time received. This date/time is based on when the completed application or subsequent information is received to make the application complete. The waiting list contains all requested data inclusive of date and time, name, address, and phone number of applicant, income, bedroom size requested, statistical data (i.e. race, sex), income, assets, and other information that will be needed to determine eligibility. Ineligibles will be kept on the waiting list and sub lists if waivers to rent to ineligibles have been requested and received. Any applicant may request information on current status by writing or calling the administrative office.

3. Selection

Applicants will be selected chronologically by income level for all properties according to the priorities set forth in administrative policies or by regulation. In those units or properties with no subsidy from Rental Assistance, the applicant must have the demonstrated ability to afford and pay the Basic rent. The policy of the Housing Authority is to consider all income and assets, but in most cases applicants should not spend more than 30% of the resources on rent. Those who cannot afford the Basic rent would be maintained on the Waiting List for subsidy.

Those who have indicated the need for and requested the features of a wheelchair adapted or other handicap unit have priority for those units. Any applicant who requests modification or accommodations to non-adapted units will have consideration on those requests when selected, but with no priority for selection. To be eligible for selection, an applicant must meet program income eligibility based on per person income limits.

In determining occupancy standards, the intent of the project policy is to neither overcrowd nor under utilize space. Different properties may have different occupancy standards depending on bedroom sizes, unit square footage, and any local restrictions. Occupancy is based on number of persons in the household and is based on counting all full-time members of a household, dependent minors who are away at school but live with the applicant at recesses, unborn children or children in the process of being adopted or secured by custody action, foster children and live-in attendants. Children who live in a household 50% of the year or more are also counted towards the total household number; however, visitors, permanently confined/ institutionalized household members, and children on active military duty are not counted in this determination for occupancy eligibility.

A handicapped/disabled applicant who would need a larger unit due to accommodations requests would be given such consideration. For specifically designed units (i.e., barrier free) applicants needing those features would be given priority. Should no one apply, who would benefit from special unit features, another applicant selected based on income level and occupancy policy could occupy this unit with a written lease agreement to transfer to a different unit when available and should an applicant now exist on the waiting list for the special unit.

In the case of marketing problems with various sized units, applicants who meet the income limits and would qualify for another unit by the occupancy policy may occupy a larger unit with the same agreement to transfer to the correct sized unit when one becomes available. In both situations the applicant would be responsible for payment of any moving costs.

All households must provide positive identifications of all persons who will be part of the household;

pregnancy must have medical verification if larger bedroom size units are requested than the household would be eligible for if not pregnant; and adoption or other custody in process must have written documentation.

Applicants must also meet application, interview and rental history reference criteria. In completing the application, all applicants must sign a release form allowing the administrative office to verify all income, assets and allowances along with credit, personal and landlord references. In addition, the administrative office would be authorized to check with other agencies necessary to verify eligibility as well as criminal and/or drug abuse checks, police departments and wage matching. All applicants are required to be present for a personal interview. After processing and the interview has been completed, an eligible applicant would receive a notice of tenant selection. Applicants who wish to be a tenant or co-tenant must possess the legal capacity to sign all documents, (unless an accommodation determination for the handicapped to allow guardian signature if otherwise eligible is made), and would have to agree to complete the tenant certification process, enter into a one year lease agreement, pay a security deposit and participate in a unit inspection prior to physical occupancy of the unit.

4. Number of occupants

The number of occupants listed above must be in accordance with occupancy standards as set forth by the Housing Authority based upon local codes and ordinances and Federal regulations as each may change from time to time. The Housing Authority may change the occupancy limit during the lease term if changes in laws, ordinances or regulation make such a change necessary. The minimum occupancy limit will correspond to the number of bedrooms. The maximum occupancy limit will depend on local ordinances and regulations and the square footage of usable sleeping area as defined by codes and suggested regulations. The Housing Authority shall have the right to make reasonable accommodation for individuals with disabilities and may adjust occupancy limits to further the goal of reasonable accommodation.

As a guideline the administrative staff will use the following occupancy table to determine appropriate unit bedrooms necessary for the tenant family so as to not create either overcrowding or underutilization. This table is based on the following information:

- a) No more than two persons should be required to occupy a bedroom
- b) Persons of different generations, persons of the opposite sex (other than spouses), and unrelated adults should not be required to share a bedroom.
- c) Children of the same sex may share a bedroom.
- d) Children, with the possible exception of infants, should not be required to share a bedroom with people of different generations, including their parents.

<u>NUMBER OF BEDROOMS</u>	<u>OCCUPANT DENSITY RANGE</u>	
	Minimum	Maximum
2	2	4
3	3	6

5. Rejection

An application which is incomplete will not be processed. An applicant who refuses to sign releases to allow verification of regulation and Company eligibility, references, etc will be rejected. Applicants

who do not meet income limits for a property would be rejected unless permission to rent to income ineligibles is in process or been received from the regulatory agencies. Applicants who exceed the maximum allowable occupancy standards for a property would also be rejected. Applicants found to have provided false answers on the application or at the interview would also be rejected. Applicants with negative credit, personal, landlord or police references will also be rejected. Rejection may also occur should there be a chronic history of late payment or non payment of rent, history of eviction, non payment of other financial obligations, intentional damage, violation of the terms of current or previous lease agreements inclusive of failure to maintain a unit in sanitary condition, current use of illegal drugs or a conviction or drug manufacture sale or distribution or anyone who would pose a direct threat to the health and safety of other or property. Applicants will never be rejected arbitrarily such as on the basis of race, color, religion, sex, handicapped status, age, familial status or national origin. An applicant which is selected but does not accept tenancy for reasons other than medical, emergency, or need for subsidy that is currently not available will be removed from the waiting list. The waiting list is updated at the least on a yearly basis to establish continued eligibility, and to remove those not still eligible, or to reclassify those with changed status. Finally, applicants who do not possess legal capacity to sign documents could not become tenants or co-tenants.

Signed: _____

Dated: _____