

TENANT SELECTION PLAN

Other Programs
(Non-Section 8 and 236 Programs)

DEVELOPMENT NAME

DEVELOPMENT ADDRESS

This Tenant Selection Plan outlines the procedures that will be followed in selecting tenants for the Development. Property Management is responsible for implementing these procedures.

TABLE OF CONTENTS

I.	INTRODUCTION	
	A. Development Description.....	4
	B. Property Description.....	4
	C. Subsidy Types.....	4
	D. Unit Distribution.....	5
	E. Rent Structure.....	5
	F. Tenant Types	6
II.	FAIR HOUSING STATEMENT	
	A. General.....	7
	B. Fair Housing Act.....	7
	C. Civil Rights Act of 1964.....	7
	D. Age Discrimination Act of 1975.....	8
	E. Rehabilitation Act of 1973.....	8
	F. Equal Access to Housing in HUD Programs.....	9
	G. Executive Order 13166.....	9
	H. Violence Against Women and Justice Department Reauthorization Act.....	9
III.	PRIVACY POLICY	
	A. Why Information is Collected.....	10
	B. What Information is Collected.....	10
	C. Reasons Why Information is Shared.....	10
IV.	RECORDS RETENTION POLICY	
	A. Responsibilities.....	11
	B. File Management.....	11
	C. File Storage.....	11
	D. File Audits.....	11
	E. Special Considerations.....	11
V.	TENANT PREFERENCES	
	A. Establishing Preferences.....	12
	B. Existing Tenant Preferences.....	12
	C. Verification of Preferences.....	12
	D. Selection of Families for Participation.....	13
	E. When a Preference Is Denied.....	13
	F. Exceptions to the Preference Rule.....	13
VI.	ELIGIBILITY CRITERIA	
	A. Eligibility Requirements for All Units.....	13
	B. Eligibility Requirements for Subsidized Units.....	14
	C. Occupancy Standards.....	15
VII.	APPLICATION PROCESS	

A.	Application Process.....	15
B.	Application Materials.....	15
C.	Interview and Screening Procedures.....	16
VIII.	WAITLIST PROCESS.....	17
IX.	APPLICATION DECISIONS	
A.	Credit and Housing History.....	17
B.	Criminal History.....	18
C.	Household Characteristics.....	18
D.	Citizenship Status.....	18
E.	Income.....	19
X.	REASONABLE ACCOMMODATIONS	
A.	Policy.....	19
B.	Process.....	19
C.	Service, Assistance and Companion Animals.....	20
XI.	POST SELECTION TENANCY REQUIREMENTS	
A.	Recertification Requirements.....	20
B.	Unit Inspections.....	20
C.	Implementing House Rules.....	21
XII.	ONBOARDING.....	21
XIII.	CERTIFICATION.....	23
XIV.	AMENDING THE TENANT SELECTION PLAN.....	24
XV.	APPENDIX.....	24
XVI.	EXHIBITS	
	Exhibit A – Rent Structure Template.....	24
	Exhibit B – Sample Lease Addendum for Accessible Unit Availability.....	25
	Exhibit C – Sample Verification of Preference Status.....	26
	Exhibit D – Sample Rejection Letter for Preferences.....	28
	Exhibit E – Sample Applicant Inquiry.....	29
	Exhibit F – Sample Pre-Application Form.....	30
	Exhibit G – Sample Pre-Application Log.....	31
	Exhibit H – Sample Waiting List.....	31
	Exhibit I – Sample Waiting List Update.....	32
	Exhibit J – Sample Applicant Reply Form.....	33
	Exhibit K – Sample Waiting List Acknowledgement.....	34
	Exhibit L – Sample Applicant Rejection Form.....	35
XVII.	ADDENDUMS	
	Addendum 1 – Social Security Number Requirements.....	36
	Addendum 2 – Enterprise Income Verification (EIV).....	37

1. Introduction

a) Description of Development

Tenant Selection Plan Version/Date: _____

State Housing Finance Identification Number: _____

Name of Development: _____

Name of Owner: _____

Name of Property Management Company: _____

b) Description of Property

Address: _____

Type of Housing: *(check all that apply)*

Permanent Supportive Housing Transitional Housing Congregate Housing

Other *(Please describe)*: _____

c) Subsidy Types: *(check all that apply)*

HUD Section 8 Project-Based Rental Assistance

HUD Section 8 Rental Certificate Program (Housing Choice Voucher)

HUD Section 202 Supportive Housing for the Elderly Program

Other *(Please describe)*: _____

d) Unit Distribution:

The Development will offer _____ rental units.

This includes does not include a management unit.
(Check the one that applies)

The income limitations of these units are as follows:

- ___ Market rate (no income restriction) units
- ___ Units at _____% Median income
- ___ Units at _____% Median income
- ___ Units at _____% Median income
- ___ Units at _____% Median income
- ___ Manager unit(s)

Per Section 811 Contract (if applicable)

- ___ Market rate (no income restriction) units
- ___ Units at _____% Median income
- ___ Units at _____% Median income
- ___ Units at _____% Median income
- ___ Units at _____% Median income
- ___ Manager unit(s)

Other Subsidy (please describe): _____

- ___ Market rate (no income restriction) units
- ___ Units at _____% Median income
- ___ Units at _____% Median income
- ___ Units at _____% Median income
- ___ Units at _____% Median income
- ___ Manager unit(s)

e) Rent Structure:

The current rent structure for the Development, by unit size and income distribution, is attached to this Plan as **Exhibit**

f) Tenant Types:

The Development is designated as housing for: *(check all that apply)*

- | | | |
|---|---|---|
| <input type="checkbox"/> Single Adults | <input type="checkbox"/> Low Income Residents | <input type="checkbox"/> Family |
| <input type="checkbox"/> Transition Age Youth | <input type="checkbox"/> Elderly | <input type="checkbox"/> Elderly & Special Need |
| <input type="checkbox"/> Family & Special Needs | <input type="checkbox"/> Disabled | |

If the "Elderly" or "Elderly & Special Needs" designation is selected, the age restriction, for the units designated Elderly, will be:

(Check the one that applies)

- 55 and above (households whose head or spouse or sole member is at least 55 years of age) or,
- 55 and above (one person 55 years of age or older) or,
- 62 and above (**all** members of the household are 62 years of age) or,
- 62 and above (households whose head **or** spouse **or** sole member is at least 62 years of age) (this is only available to developments participating in a HUD housing program); or
- Other *(please describe)* _____

If any of the "Special Needs" designations is selected, the Development is serving the following special needs population(s):

(Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Battered Women | <input type="checkbox"/> Developmentally Disabled |
| <input type="checkbox"/> Disabled | <input type="checkbox"/> Physically Disabled |
| <input type="checkbox"/> HIV/AIDS | <input type="checkbox"/> Ex-offenders |
| <input type="checkbox"/> Homeless | <input type="checkbox"/> Substance Abusers |
| <input type="checkbox"/> Foster Care Families | <input type="checkbox"/> Mentally Ill |
| <input type="checkbox"/> Transient Families | |
| <input type="checkbox"/> Other <i>(please describe)</i> _____ | |

2. Fair Housing Statement

a) General

Federal civil rights laws addressing fair housing prohibit discrimination against applicants or tenants on the basis of race, color, national origin, sex, disability, religion, and familial status. The Illinois Human Rights Act addressing fair housing prohibits discrimination against applicants or tenants on the basis of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, gender identity or unfavorable discharge from military service.

HUD's Office of General Counsel issued a memo dated April 4, 2016, which is guidance concerning how the Fair Housing Act applies to the use of criminal history by providers or operators of housing and real-estate related transactions.

The remaining paragraphs in this section provide brief descriptions of key federal civil rights laws regarding fair housing and accessibility.

Owner and Management shall be familiar and comply with the regulations implementing these applicable federal civil rights laws and any state civil rights laws or local ordinance regarding fair housing and accessibility.

b) Fair Housing Act

Fair Housing Act Amendments of 1988 ("Fair Housing Act") prohibits discrimination in housing on the basis of race, color, religion, sex, disability, familial status and national origin regardless of any federal financial assistance.

Under the Fair Housing Act, Owner and Management shall not take any of the actions listed below based on race, color, religion, sex, disability, familial status and national origin:

- i. Deny anyone the opportunity to apply to rent housing, or deny to any qualified applicant the opportunity to lease housing suitable to his or her needs;
- ii. Provide anyone housing that is different from that provided to others;
- iii. Subject anyone to segregation, even if by floor or wing;
- iv. Restrict anyone's access to any benefit enjoyed by others in connection with housing program;
- v. Treat anyone differently in determining eligibility or other requirements for admission, in use of the housing amenities, facilities or programs, or in the terms and conditions of a lease;
- vi. Deny anyone access to the same level of services;
- vii. Deny anyone the opportunity to participate in a planning or advisory group that is an integral part of the housing program;
- viii. Publish or cause to be published an advertisement or notice indicating the availability of housing that prefers or excludes persons; and
- ix. Retaliate against, threaten, or act in any manner to intimidate someone because he or she has exercised rights under the Fair Housing Act.

Fair Housing Act provides additional protections for persons with disabilities. It requires that the Management make reasonable accommodations in rules, policies, practices, or services as may be necessary to afford handicapped persons equal opportunity to use and enjoy a dwelling. Moreover, it contains specific accessibility requirements that apply to the design and construction of new multi-household housing.

Owner of federally assisted housing program shall display the Fair Housing poster required by the Fair Housing Act.

c) Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 prohibits all recipients of federal financial assistance from discriminating based on race, color or national origin.

d) Age Discrimination Act of 1975

Age Discrimination Act of 1975 (the "Age Discrimination Act") prohibits discrimination based upon age in federally assisted and funded program, except in limited circumstances. It is not a violation of the Age Discrimination Act to use age as screening criteria in a particular program if age distinctions are permitted by statute for that program or if age distinctions are a factor necessary for the normal operation of the program or the achievement of a statutory objective of the program or activity.

e) Section 504 of the Rehabilitation Act of 1973 (for HOME and CDBG programs)

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance. Although Section 504 often overlaps with the disability discrimination prohibitions of the Fair Housing Act, it differs in that it also imposes broader affirmative obligations on the Owner to make their programs as a whole, accessible to persons with disabilities. Section 504 obligations include the following:

- i. Making and paying for reasonable structural modifications to units and/or common areas that are needed by applicants and tenants with disabilities, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens;
- ii. Operating housing that is not segregated based upon disability or type of disability, unless authorized by federal statute or executive order;
- iii. Providing auxiliary aids and services necessary for effective communication with persons with disabilities;
- iv. Performing a self-evaluation of Management's programs and policies to ensure that they do not discriminate based on disability; and
- v. Developing a transition plan to ensure that structural changes are properly implemented to meet program accessibility requirements.
- vi. Section 504 also establishes accessibility requirements for newly constructed or rehabilitated housing, including providing a minimum percentage of accessible units.

If the Owner, Management and Development employ 15 or more persons, regardless of their location or duties, a Section 504 Coordinator must be designated.

Does the Section 504 Coordinator requirement apply?
(Check the one that applies)

Yes No

If "Yes" was checked, indicate the name of the Section 504 Coordinator:

Name: _____

Telephone Number: _____

TDD Number: _____

f) Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (for HOME and CDBG programs)

Effective March 5, 2012, HUD implemented new regulations intended to ensure that HUD's core housing programs are open to all eligible persons regardless of actual or perceived sexual orientation, gender identity or marital status (HUD Notice 2015-01).

Owners and operators of HUD-assisted housing, or housing whose financing is insured by HUD, must make housing available without regard to sexual orientation, gender identity, or marital status.

All otherwise eligible families, regardless of marital status, sexual orientation, or gender identity, will have the opportunity to participate in HUD programs.

Owners and operators of HUD-assisted housing or housing insured by HUD are prohibited from asking about an applicant or occupant's sexual orientation and gender identity for the purpose of determining eligibility or otherwise making housing available.

g) Executive Order 13166 – Limited English Proficiency (for HUD programs only)

Executive Order 13166 requires Owner/Management to take reasonable steps to ensure meaningful access to the information and services they provide for persons with limited English proficiency. This may include interpreter services and/or written materials translated into other languages.

h) Violence Against Women and Justice Department Reauthorization Act of 2005 & 2013 (for Tax Credit, HOME, TCAP and 1602 developments only)

Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA 2005, and reinstated in the HUD Reauthorization Act of 2013) protects victims of domestic violence, dating violence or stalking, as well as their immediate family members generally, from being evicted or being denied housing assistance if an incident of violence is reported and confirmed.

Owner/Management responding to an incident of actual or threatened domestic violence, dating violence or stalking that could potentially have an impact on a tenant's participation in the housing program may request in writing that an individual complete, sign and submit within 14 business day of the request, the HUD-approved certification form (HUD-91066).

Alternatively, in lieu of the certification form or in addition to it, Owner/Management may accept (i) a federal, state, tribal, territorial, or local police record or court record or (ii) 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.

Owner/Management is encouraged to carefully evaluate abuse claims as to avoid conducting an eviction based on false or unsubstantiated accusations.

3. Privacy Policy

a) Why the Property Manager Collects an Applicants Personal Information?

Financial companies choose how they share your personal information. Federal law gives customers the right to limit some but not all sharing. Federal law also gives customers the right to view personal records, and to correct a record that is inaccurate or incomplete. Federal law requires us to tell you how we collect, share, and protect your personal information. We provide this notice to customers at the time of application for RIHousing programs, products, or services, and annually thereafter. From time to time, we may revise this notice to reflect changes in the law or changes in our policies. Please read this notice carefully to understand what we do.

b) What Information is Collected?

The types of personal information we collect and share depend on the product or service you have with us.

This information can include:

- Social Security Number
- Income
- Account balance
- Payment history
- Credit history
- Credit score
- Date of birth
- Medical information and blood lead level test results (for lead hazard reduction programs)

c) Reasons why Information will be Shared?

All financial companies need to share customers’ personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers’ personal information; the reason RIHousing chooses to share; and whether you can limit this sharing.

Reasons why an Applicants Personal Information will be Shared	Does RIHousing Share?	Can you limit this sharing?
For our everyday business purposes – such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	Yes	No
For our marketing purposes – to offer our products and services to you	Yes	No
For joint marketing with other financial companies	No	N/A

Reasons why an Applicants Personal Information will be Shared	Does RIHousing Share?	Can you limit this sharing?
For our affiliates' everyday business purposes – information about your transactions and experiences	No	N/A
For our affiliates' everyday business purposes – information about your creditworthiness	No	N/A
For nonaffiliates to market to you	No	N/A

4. Records Retention Policy

a) Responsibilities

The property manager is responsible for ensuring that all tenant files are maintained in accordance with applicable privacy laws, including HIPAA and applicable state laws.

b) File Management

A client property management file is established for each applicant and tenant. The file for each tenant should be established immediately upon tenant move-in. All tenant files need to be organized according to the Table of Contents page and place all relevant paperwork behind it in the order it is listed. The file must include all documents that must be maintained in the tenants' property management file according to funder and program. See tenant file checklist for a list of documents required. Files for applicants who are rejected (and do not become tenants) should include application materials and the denial letter and any reports from third parties.

c) File Storage

Property management tenant files are maintained in locked file cabinets accessible only by designated staff as authorized by applicable law, guidelines, regulations, agency policy, and by consent of the tenant.

d) File Audits

Property management files are subject to audit by outside agencies. If they are not properly maintained with all relevant documentation, the agency may be subject to penalty, sanction or other consequence.

e) Special Considerations

All Violence against Women Act (VAWA) related documents are to be stored in a sealed envelope separate from the tenant file in accordance with the VAWA rules and regulations.

Tenant services files are maintained in a separate and confidential file. The supportive service team will maintain separate tenant service files.

5. Establishing Preferences

a) Establishing Preferences

Preferences are not permitted if they in any way negate affirmative marketing efforts or fair housing obligations. The following preferences apply to the Development:

b) Existing Tenant Preferences

The following actions are always given priority if applicable. If not, State Mandated Preferences take precedence.

- i. A unit transfer because of household size.
- ii. A unit transfer based on the need for an accessible unit.
- iii. A unit transfer of a non-handicapped individual living in a handicapped accessible unit to accommodate a handicapped applicant on the Waiting List (as defined below). A lease addendum (**Exhibit B**) will be entered into with non-handicapped tenant living in a handicapped accessible unit.
- iv. State Mandated Preferences

In addition to the preferences mandated by the State of Rhode Island and the Existing Tenant Preferences listed above, the Development may establish the following preferences. The preferences listed below are subordinate to State Mandated Preferences and Existing Tenant Preferences.

(Check all that apply and rank in the order of highest preference (1) to lowest preference):

1) HUD Pre-approved Preferences

- i. Preference for Working Families Order #
 - ii. Preference for Persons with Disabilities Order #
 - iii. Preference for Victims of Domestic Violence Order #
 - iv. Preference for elderly, displaced, homeless, or disabled single person over other single Order #
- 2) Residency Preferences (with HUD approval) Order #
- 3) Local Preference (as established by PHA/PSH) Order #
- 4) Existing Tenant Transfers (other) Order #

Including, but not limited to a change in household composition, a deeper rent subsidy, or for medical reasons certified by a doctor.

c) Verification of Preferences

The State Mandated Preferences will be verified by third party verification (**Exhibit C**). Third party verification will also be utilized if the Owner has adopted any of the Former Federal Preferences. If Management has selected any of the optional preferences and will not be using third party verification the following means of verification will be utilized:

d) Selection of Families for Participation

1. An eligible applicant who qualifies for a preference will receive housing before any other applicant who is not so qualified. These preferences take precedence over other applicants' place on the Waiting List, or date of submission of application.
2. Applicants will be informed of the availability of preferences, and will be given an opportunity to certify that they qualify for a preference. Applicants may claim a preference at any time during the application process.

e) When a Preference Is Denied

1. If it is determined that an applicant does not meet the criteria for receiving a preference, the applicant will promptly receive a written notice of this determination from Management (**Exhibit D**). The notice will contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with the Management's designee to review this decision. If the applicant requests a meeting, it will be conducted by a person or persons designated by Management.
2. Denial of a preference does not prevent the applicant from exercising any legal rights the applicant may have against Management and/or Owner.

f) Exceptions to the Preference Rule

1. Relocation and/or Unit Transfers:
Management must give priority to current households
 - i) when their units are designated for rehabilitation and/or
 - ii) for current households residing in a unit within the Development that has been designated as uninhabitable by federal, state, local municipalities or Management due to fire, flood or other natural disaster.

6. Eligibility Criteria

a) Eligibility Requirements

Eligibility Requirements for All Units (Check all that apply)

- Credit and Housing History (A background criminal check will be conducted on all applicants by a third party.)
- Criminal History (A background criminal check will be conducted on all applicants by a third party.)
- Citizenship Requirements (Proof of United States citizenship is required.)
- Income (The annual gross income of the applicant(s) must be equal to or less than the income limit established by the applicable program's administrative rules for the appropriate household size.)
- Date of Birth (Dates of birth must be disclosed for all household members.)
- Social Security Numbers (The head of household/spouse/co-head must disclose Social Security Numbers

for all household members. An explanation of acceptable documentation is provided in **Addendum 1** attached to this Plan.)

Eligibility Requirements for Subsidized Units (Check all that apply)

- Credit and Housing History (A background criminal check will be conducted on all applicants by a third party.)
- Criminal History (A background criminal check will be conducted on all applicants by a third party.)
- Citizenship Requirements (Proof of United States citizenship is required.)
- Income (The annual gross income of the applicant(s) must be equal to or less than the income limit established by the applicable program's administrative rules for the appropriate household size.)
- Date of Birth (Dates of birth must be disclosed for all household members.)
- Social Security Numbers (The head of household/spouse/co-head must disclose Social Security Numbers for all household members. An explanation of acceptable documentation is provided in **Addendum 1** attached to this Plan.)
- Student Eligibility Requirements (for Tax Credit only)

Households consisting entirely of full-students are not eligible for Tax Credits unless the household is income eligible and one or more of the following exceptions applies to the household:

1. All members of the household are married (they do not need to be married to each other) and are entitled to file a joint tax return.
2. The household consists of single parent(s) and their child (or children) and no one in the household is a dependent of a third party.
3. At least one member of the household receives assistance under Title IV of the Social Security Act (i.e. TANF).
4. At least one member of the household is participating in an officially sanctioned job training program.
5. At least one member of the household was formerly in foster care. Full-time status for purposes of the LIHTC program includes attendance at regular facilities for five or more months during the calendar year in which the taxable year of the taxpayer begins.

b) Occupancy Standards

The unit must have enough space to accommodate the household. Occupancy standards must comply with federal, state and local occupancy standards, and/or laws in connection with occupancy requirements, fair housing and civil rights laws, as well as landlord-tenant laws and zoning restrictions.

1. For the purpose of determining the unit size for which a household may be eligible; the following will be counted as members of the household:
(Check all that apply)

- Fulltime household members
- Unborn children

- Children in the process of being adopted
- Children whose custody is being determined
- Foster children
- Children temporarily in a foster home
- Children in joint custody 50% of the year or more
- Children away at school but home for recess
- Live in aides
- Foster adults

2. Upon request, an applicant or resident may be placed on as many of the Development's Waiting List(s) that the household size qualifies.
3. A household may be required to provide proof of custody of related or unrelated occupants in order to be considered for a change in unit size.
4. An applicant with disabilities will be given priority for an accessible unit if such applicant deems that this type of unit is appropriate for their household. If the household determines that the accessible unit is not appropriate for the household's needs, the household's name will be returned to its place on the Development's Waiting Lists, as applicable.

7. Application Process

Applicants will be notified if they are approved or denied housing within ____ business days after verifications are returned. Once the decision on the applicant is made, the property manager or designated staff will either Approve or Deny the Applicant. After approving or denying, staff will generate either an approval or denial letter which must be sent to the applicant. A copy of the full background report and approval or denial letter must be placed in either the denied applicant file or approved tenant file. If they are denied housing, the applicant will be provided with an applicant rejection letter written in the applicant's primary language if possible.

a) Application Materials

- Tenant Application
- Notice of Receipt of Application
- Application Acceptance Letter
- Application Denial Letter
- Third Party Background Screening Report
- Other Documents *(Please Describe)* _____
- Other Documents *(Please Describe)* _____

Other Documents (Please Describe) _____

Other Documents (Please Describe) _____

b) Interview and Screening Procedures

Interview and screening procedures Consistent application of tenant screening standards Catholic Charities requires the consistent application of tenant screening standards to all applicants. Meeting eligibility requirements is the first step in the tenant selection process. Once an individual meets eligibility requirement, an interview will be conducted. In addition, every applicant must meet the tenant selection criteria. The applicant will be judged on ability to meet tenancy requirements and not on any attribute or behavior that may be imputed to a particular group or category of persons of which an applicant may be a member. All staff will conduct interviews using a pre-screened set of questions. A final decision on eligibility cannot be made until all verifications are complete. The applicant interview will assess the likelihood that the applicant will be able to meet all of the following the essential requirements of tenancy, as expressed in the lease, and include:

- Ability to pay rent and other charges under the lease in a timely manner;
- Ability to care for and refrain from damaging the unit and common areas;
- Ability to use facilities and equipment in a reasonable way that does not create health or safety hazards;
- Ability to reasonably report significant maintenance needs;
- Respect for the personal and property rights of others;
- Ability to refrain from engaging in criminal activity that threatens the health, and/or safety of other tenants or staff; as well as refraining from engaging in drug-related criminal activity on or near the premises; and,
- Compliance with health and safety codes and necessary and reasonable rules and program requirements of HUD, and/or other government entities, and/or the housing provider.

Important Note: Any evaluation of an applicant must be disability-neutral and will not seek any information beyond the minimum required to clarify specific eligibility and screening issues and will not be based on any disability-related presumptions about the applicant's ability to meet the essential obligations of the lease.

The property manager or designee is usually the lead interviewer on the applicant interview; all other applicable staff will be properly trained and prepared to participate. Program staff are encouraged to seek the assistance of on-site support services staff to help applicants understand and complete the interview process. At a minimum, the applicant interview should include at least one representative from the support services team or other tenant representative. In general, the interview's focus will be on the ability for the applicant to comply with the terms of tenancy as stated in the lease or rental agreement as well as the supports (if any) identified as needed by the applicant for such compliance.

8. Waitlist(s) Process

The Coordinated Entry System will serve as the waiting list for all homeless dedicated units. If there are other units in the property they will use the process below.

Creation of Waiting List(s):

If an applicant is eligible for tenancy, but no appropriately sized unit is available (as referred to in **Section VI**), Management will place the applicant on a waiting list (the "Waiting List") for the Development (**Exhibit H**). The Waiting List(s) will be maintained in either:
(*Check the one that applies*)

A bound ledger (manually)

A computer program (electronically)

The Waiting List(s) will contain the following information for each applicant listed:

1. Applicant name
2. Household unit size (number of bedrooms household qualifies for under site occupancy standards)
(*NOTE: applicant may qualify for multiple unit sizes*)
3. Date application received
4. Annual income level
5. Targeted program qualifications
6. Accessibility requirements
7. Number of persons in household

The Waiting List will be maintained in accordance with the following guidelines:

The pre-application will be a permanent file.

All applicants will be maintained in order of preference. Applications equal in preference will be maintained by date and time sequence.

9. Application Decisions

a) Credit and Housing History

An unsatisfactory history of meeting financial obligations (including, but not limited to timely payment of rent, outstanding judgments or a history of late payment of bills) may be considered/ will not be considered. If an applicant is rejected based on a credit report, they will be provided with the reasons for rejection and given the name of the credit bureau that performed the credit check. Applicants will also be given _____ week(s) to dispute any information on the credit report.

The inability to verify credit references may be considered/ will not be considered and result in rejection of an applicant. Special circumstances will be considered in which credit has not been established (income, age, marital status, etc.) and lack of credit history will not cause an applicant to be rejected. In such circumstances, a person with a history of creditworthiness may be required to guarantee the lease.

The applicant's financial inability to pay his/her monthly contribution toward the rent of the unit may be assessed. Ordinarily, the total of the applicant's monthly contribution plus other long-term obligations

(payments extending more than twelve months) should be less than _____% of his/her monthly gross income. Income ratios may be considered in the context of the applicant's credit and employment history and potential for increases in income.

b) Criminal History

This project does does/ does not reject people based on criminal justice background. The exception to this is if a funding source for the project requires rejecting applicants based on specific past crimes, within a specific timeframe. For example, if the project has housing choice vouchers they must deny any applicant who does not meet the eligibility criteria of the Public Housing Authority.

Applicants who fall into the following categories will be rejected: *(Check all that apply)*

Any household in which any member uses marijuana, or whose use of marijuana, or current addiction to or engagement in the illegal use of a controlled substance interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents will be denied admission and, if an occupant, will be subject to termination of tenancy.

Any household containing a member(s) who was evicted in the last three years from housing for drug-related criminal activity. Exception: if the evicted household member has successfully completed an approved supervised drug rehabilitation or the circumstances leading to the eviction no longer exist (e.g. the household member no longer resides with the applicant household).

Any household member that is subject to a state sex offender lifetime requirement. In order to comply with this provision, a criminal background check will be conducted on all applicants over the age of 18 that includes a check of all state sex offender registration program lists, or a national registration list that includes the information from all states.

Any household member for whom there is reasonable cause to believe that the member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.

Applicants who fall into the following categories may be rejected. In addition, if other persons that will be living in the unit fall into these categories, the applicant may be rejected. **Note:** The owner shall ensure that the relevant "reasonable" time period is uniformly applied to all applicants in a non-discriminatory manner and in accordance with applicable fair housing and civil rights laws.

Criminal convictions that involved physical violence to persons or property, or endangered the health and safety of other persons within the past ____ year(s);

Criminal convictions in connection with the manufacture or distribution of a controlled substance within the past ____ year(s); or

Other *(please describe):*

Household Characteristics

Household Characteristics may be a reason for an application being rejected if the household size or household characteristics were not appropriate for the specific type of unit available at the time of application.

c) Citizenship Status

Proof of United States Citizenship may/ may not be required for certain subsidies.

d) Income

Proof of Income may/ may not be required for certain subsidies.

10. Reasonable Accommodation

a) Reasonable Accommodations and Modifications

Where applicable, no qualified individual with a disability shall be discriminated against by the denial of or full enjoyment of the services and facilities, privileges, advantages, or accommodations furnished by the Development.

The housing application, eligibility, verification and interview process will be accessible to all applicants, regardless of physical, mental, or learning disability. Staff will assist and/or arrange for the assistance for applicants with disabilities in completing the application form, obtaining verification documents, and participating in the application process. Pursuant to law, the Development will make reasonable efforts to accommodate applicants with disabilities.

The Development is required to make reasonable accommodations to tenants with disabilities. This includes making physical modifications to the living unit and also includes making waivers or changes to the rules, policies, practices and/or services where necessary in order to provide equal access to housing.

The Development is not required to make a reasonable accommodation if it would fundamentally alter the nature of the program in question or cause undue financial or administrative burden.

b) Reasonable Accommodation and Modification Process

Applicants or tenants may make reasonable accommodation requests at any time, whether verbally or in writing. A request for accommodation also may be made by a family member, health professional, or other representative who is acting on the individual's behalf with the individual's consent. Staff should be aware that individuals may be making a request for a reasonable accommodation without using that term. Once staff is aware of the request, a Reasonable Accommodation Request form will need to be completed by the applicant/tenant. Staff will assist applicants or tenants who need help completing this form.

All requests for reasonable accommodation will need to be submitted to the property manager, who will then immediately forward the request to the ADA/504 Coordinator.

Medical documentation may only be requested when a disability and/or need is not apparent and there is no other medical information already on record for the individual which demonstrates that need. If additional documentation is necessary, applicants or residents should complete a Reasonable Accommodation Verification form in addition to the Reasonable Accommodation Request form. Documentation must come from a designated provider who is a credible source with sufficient professional knowledge of the applicant/tenant to answer the applicable questions which would typically be a health care professional.

Note that the property manager has the right to sufficient documentation to make a decision, but does not have a right to diagnosis, medical history or treatment unless directly relevant to a reasonable accommodation request.

As soon as the property manager receives a Reasonable Accommodation Verification form accompanied by the Reasonable Accommodation Request form, the property manager will send these forms to the designated provider. It is the responsibility of the applicant or tenant to secure such documentation if property management staff attempts to obtain such verifications are unsuccessful. Staff may refer the tenant to services staff for assistance.

Once the verification is complete, the property manager will forward the request and documentation to the ADA/504 Coordinator.

The ADA/504 Coordinator will approve or deny a reasonable accommodation request as soon as possible and will notify the property manager and the applicant/tenant in writing.

If the request is approved, the property manager will implement the change as soon as reasonably possible and will notify applicant/resident of reasons for delay and estimated completion time for such requests.

If the reasonable accommodation is denied for any reason, the ADA/504 Coordinator will notify applicant/tenant and will include in the denial notification a written or alternate format notice of the right to a grievance hearing and the procedures for requesting one.

c) Service, Assistance, and Companion animals

Tenants who are permitted to have service animal as a reasonable accommodation of tenancy will agree to abide by the Assistance Animal responsibilities policy. Property management staff will discuss the responsibilities outlined in the policy with the tenant and obtain written consent that the tenant will comply with the policy.

11. Post Selection Tenancy Requirements

a) Recertification Requirements

Annual Recertification Requirements

Property Management is required to request and tenants are required to submit to a recertification of household income and composition at least annually (applicable per program guidelines). Property Management must then recalculate the tenants' rents and assistance payments, if applicable, based on the information gathered.

Property Management must inform tenants, through written notices, about the tenants' responsibility to provide information about changes in household income or composition necessary to properly complete an annual recertification. These notices include information on the recertification process, requirements, and timelines.

Interim Recertification Requirements

To ensure that assisted tenants pay rents commensurate with their ability to pay, tenants must supply information required by the Property Manager or HUD for use in an interim recertification of family income and composition in accordance with HUD requirements. All tenants must notify Property Management when:

1. A household member moves out of the unit;
2. The household proposes to move a new member into the unit;
3. An adult member of the household who was reported as unemployed on the most recent certification or recertification obtains employment; or
4. The households income cumulatively increases by \$____.00 or more per month. In addition, tenants may request an interim recertification due to any changes occurring since the last recertification that may affect their total tenant payment or tenant rent and assistance payment for the tenant, including decreases in income, increases in allowances (i.e., increases medical expenses and higher child care costs), and other changes affecting the calculation of a households annual or adjusted income including but not limited to a family member turning ____ years old, becoming a full-time student, or becoming a person with a disability.

b) Unit Inspections

Move-In Inspection

Property Management will perform a move-in inspection with tenant prior to execution of a lease using a form

to indicate the condition of the unit. The move-in inspection form must be attached to and made a part of the lease agreement. The condition of the unit must be decent, safe, sanitary, and in good repair. If cleaning or repair is required, Property Management must specify on the inspection form the date by which the work will be completed. The date must be no more than ____ days after the effective date of the lease. Both the Property Management and tenant must sign and date the inspection form. The tenant has days to report any additional deficiencies to the Property Management to be noted on the move-in inspection form.

Move-Out Inspection

Property Management will complete a move-out inspection with tenant if the tenant is available and willing to participate. Upon a tenant's request, he/she must be allowed to attend the move-out inspection conducted by Property Management. If a tenant does not wish to participate, the Property Manager may do the inspection alone. If an Property Manager determines that the unit is damaged as a result of tenant abuse or neglect, Property Management may use the security deposit to cover repair costs in compliance with all applicable local and state laws.

Housekeeping Inspections

Property Management reserves the right to conduct annual inspections as part of the annual recertification process. In addition, where there is reasonable cause to believe that tenant has poor or unsafe housekeeping habits, Property Management reserves the right to conduct periodic inspections to ensure that the housing remains decent, safe, and sanitary.

c) Implementation of House Rules

Property Management has established written House Rules which are an attachment to every lease agreement. These House Rules shall be compliant with HUD requirements and will not discriminate against individuals based upon membership in any federal, state or local protected class.

Property Management must give tenants written notice 30 days prior to implementing any new house rules.

12. Onboarding

The property manager is the primary point of contact for the new tenant. The property manager (or designee) will explain to the new tenant what is expected of them in relation to their compliance with the rental agreement and consistency with housing program's goals and objectives.

- a) Careful review of the lease agreement and house rules. The applicant is not a tenant until she/he has paid the required rent and security deposit and has signed all required paperwork. Only then can the property management representative release the unit key to the new tenant.
- b) A unit walk through and inspection with the tenant. At the end of the inspection, the tenant will sign the inspection form. The building staff who performs the inspection will also sign the form. The tenant will get a copy of the signed inspection form to keep in their files with their lease, tenant handbook and rules.
- c) A tour of the building, pointing out where various facilities are located, including on-site support services staff and/or offices, laundry room, compost, trash and recycling room, community rooms and other common areas.
- d) Prompt introduction of the new tenant to support services staff so that the tenant is aware of the vital support services available and so that the support service team can encourage the new tenant to access support, services and resources.

- e) An explanation of the developments housing goals and objectives. Because supportive housing is provided with voluntary support services, the better that tenants understand the developments mission or business purpose, the better the opportunity for the property management and support services staff to gain the tenant's cooperation and involvement in the supportive housing community.

Orientation should provide the incoming tenant(s) additional information about accessible and/or on-site support services and resources, as well as local resources (for example, shopping districts and recreational facilities).

13. Certification

By signing this Plan, Management certifies that the contents of this Plan will be followed as written, and that no other Tenant Selection Plan has been executed for the Development at this time or will be executed in the future without written approval from Rhode Island Housing.

Counterparts and Electronic Signatures

This Plan may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. A signed copy of this Plan transmitted by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Plan.

MANAGEMENT:

Entity Name: _____

Signature: _____

Print Name: _____

Title: _____

Dated: _____

This Plan is acknowledged and agreed to.

OWNER:

Entity Name: _____

Signature: _____

Print Name: _____

Title: _____

Dated: _____

This Plan has been reviewed as of this _____ day of _____, 20_____.

RHODE ISLAND HOUSING:

Signature: _____

Print Name: _____

Title: _____

14. Amending the Tenant Selection Plan

This Plan may be amended only with the prior written approval of Rhode Island Housing.

15. Appendix

Lease	Lease Violation form
Tenant House Rules	Onsite training checklist
Tenant Acceptance letter	Unit turnover inspection checklist
Applicant Rejection letter	Tenant agreement to dispose of property left in unit
Rent Reasonableness	Security Deposit Return Letter
Reasonable Accommodation	Visitor sign in sheet
Need for Reasonable Accommodation Verification form	Tenant Visitor Sign in sheet
Reasonable Accommodation Approval or Denial form	Overnight Guest Documentation
Assistance Animal Checklist	Resident Request to Remove Person from unauthorized visitor list
Notice of Late Rent Payment	Approval/Denial to Remove Person(s) from unauthorized visitor list
Final Notice of Late Rent Payment	New Tenant File Checklist
30-day Notice to Vacate for Non-payment of Rent	Wellness Check Request and Release form
Rent Payment Plan form	Trespass Notice
Housing Inspection Checklist for move in	Tenant to Tenant Complaint
Housekeeping Standards	Tenant Maintenance Request

16. Exhibits

Exhibit A – Rent Structure Template

# of Units	Unit Type	Market Rate	Low-Income	Very Low-Income	Utility Allowance
	Studio				
	1 Bedroom				
	2 Bedroom				
	3 Bedroom				
	4 Bedroom				
	5 Bedroom				

NOTE: The rents shown above are the initial rents for the development. After the initial rents, this exhibit will be replaced with a copy of the most recently approved Rent Schedule for the Development.

Exhibit B – Sample Lease Addendum For Accessible Unit Availability

This addendum to the Lease Agreement between

(Lessor)

and _____
(Lessee)

entered into a lease agreement on _____.
(Date)

In order to comply with Section 8.27 of Section 504 of the Rehabilitation Act of 1973, the landlord or its agent must first lease vacant accessible units to current occupants requiring accessibility features of the vacant unit and occupying a unit not having such features. If no such occupants exist, the unit would be leased to an eligible qualified applicant on the waiting list, who requires the accessibility features of the vacant unit. When offering an accessible unit to an applicant not having handicaps requiring the accessibility features of the unit, the landlord must require the applicant to agree to move to a non-accessible unit when available.

The resident noted above has been offered an accessible unit and does not have a physical condition requiring such a unit. The resident noted above hereby agrees, upon request of the landlord to transfer to a non-handicapped accessible unit to accommodate a person or person(s) on the wait list who have required such an accessible unit. The resident noted above will be responsible for all moving expenses they incur.

Agreed to this _____ day of _____, 20_____

(Lessor) Date Signed:

(Lessee) Date Signed:

Accepted:

(Owner or its agent) Date Signed:

Exhibit C – Sample Verification Of Preference Status

Dear _____:

_____ (Applicant) SSN# _____,

has applied for housing at _____ and has indicated that they are eligible for a housing preference given the following circumstance:

1. State Preferences

- A.** Displaced from an urban renewal area.
- B.** Displaced by a disaster, such as a fire or flood, that resulted in extensive damage or has destroyed the unit.
- C.** Displaced by an activity carried on by an agency of the United States or by any State or local government body or agency.

2. Former Federal Preferences

- A.** An action by an owner which resulted in the applicant's having to vacate his/her unit where:
 - * **the reason for the owner's action is beyond the applicant's ability to control or prevent.**
 - * **the action occurred despite the applicant's having met all previously imposed conditions of occupancy.**
 - * **the action taken is other than a rent increase.**
- B.** Actual or threatened physical violence directed against applicant or one or
more members of the applicant's household by a spouse or other member of the applicant's household; or the applicant lives in a housing unit with such an individual who engages in such violence.
- C.** Applicant is living in substandard housing because:

- D.** Applicant lacks a fixed, regular, and adequate nighttime residence.
- E.** Applicant is paying \$_____ in monthly rent which is greater than 50% of the household income.

In order to determine the preference status, we are required to verify the preference. Therefore, we would appreciate your completing the certification below and returning this form in the enclosed envelope. This information will be used only for purpose of determining the preference for this applicant.

Sincerely, _____ I hereby authorize the release of the requested information.
(Applicant Name)

(Signature of Property Manager)

(Signature of Applicant)

(Please complete items below, sign and date).

I verify that _____ (Applicant's) current living situation meets
_____ preference(s) as cited on the previous page.

Firm or Agency Name: _____

Signature: _____

Print Name: _____

Title: _____

Firm or Agency Address: _____

Phone Number: _____

Date: _____

Exhibit D – Sample Rejection Letter For Preferences

Re: _____ Apartments

Dear _____:

In your recent application for _____ Apartments, you indicated that you qualify for the following preference(s):

- Displaced from an urban renewal area.
- Displaced by a disaster, such as a fire or flood, that resulted in extensive damage or has destroyed the unit.
- Displaced by an activity carried on by an agency of the United States or by any State or local government body or agency.
- (List the preferences adopted by the owner)

After reviewing the documentation, which you submitted, we regret to inform you that you do not meet the criteria for receiving a preference based on the following reason(s):

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8 dated June 2, 1988).

Name

Address

City State Zip

Telephone (voice)

Telephone (TDD)

If you feel this decision has been made in error and wish to provide additional documentation, please contact the rental office at _____ (voice) or _____ (TDD).

Sincerely,

Property Manager

Exhibit E – Sample Applicant Inquiry

Date: _____

Dear _____:

Thank you for your initial inquiry regarding housing at _____. Residents will be selected only from those eligible persons who make formal application. We have numerous inquiries for our apartments.

We are now accepting pre-application forms from interested households. If you are still interested in living at _____, please return the enclosed pre-application form by mail as soon as possible.

You may be eligible for a preference if one of the following conditions applies to you have been displaced: from an urban renewal area; by a disaster, such as a fire or flood, or by an activity carried on by an agency of the United States or by any State or local government body or agency. (Also list the preferences adopted by the owner). Households qualifying for a preference will receive assistance before any other applicant households that are not so qualified. If you feel you qualify for a housing preference, complete the appropriate certification form attached to this letter and return it along with your pre-application form by mail.

For households not claiming housing preference, screening will be conducted according to the order in which the pre-application cards were received.

Interviews will be conducted at _____. Leasing personnel will be unable to see applicants prior to their scheduled interview. If you have any questions, we will be happy to answer them at the time of your interview.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8 dated June 2, 1988).

Name

Address

City State Zip

Telephone (voice)

Telephone (TDD)

Sincerely,

Property Manager

Exhibit F – Sample Pre- Application Form

Date received: _____ Time Received: _____

Interested person for 1 BR 2 BR 3 BR other _____

(Check all that apply)

Name (Head of Household):

Address:

Phone (Home): _____ Phone (Work): _____

Cell phone: _____ E-Mail:

Would you be interested in a handicapped accessible unit? Yes No

Do you feel you qualify for a housing preference? Yes No

Do you live/work in the Community? Yes No

Annual Household Income: \$_____ Date Apartment Needed?

Household data: Please list all persons who will occupy the unit:

<u>Name</u>	<u>Age</u>	<u>Relationship</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Optional and for Federally Subsidized Programs ONLY.			
ETHNICITY:	<input type="checkbox"/>	Hispanic or Latino	<input type="checkbox"/>
			Non-Hispanic or Non-Latino
RACE:	<input type="checkbox"/>	Caucasian	<input type="checkbox"/>
	<input type="checkbox"/>	Asian	<input type="checkbox"/>
	<input type="checkbox"/>	Native	<input type="checkbox"/>
			African American
			American Indian or Alaskan
			Native Hawaiian or Other Pacific Islander

Exhibit I – Sample Waiting List Update

Date: _____

Dear _____:

We are currently in the process of updating our waiting list for _____. Some time ago, you expressed an interest in living at our development, and your name was placed on the waiting list.

If you are still interested in living at _____, enclosed is a form that must be returned to _____, management office, within ___ days (excluding weekends and designated Federal Holidays). Failure to return this information within this time period will result in your name being permanently removed from the waiting list.

It is not necessary to call or come into the office at this time, as we do not have anything immediately available.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8 dated June 2, 1988).

Name

Address

City State Zip

Telephone (voice)

Telephone (TDD)

Thank you for your interest in _____.

Sincerely,

Property Manager

Exhibit J - Reply Form

I AM STILL INTERESTED IN LIVING AT

DEVELOPMENT NAME

APPLICANT NAME

CURRENT
ADDRESS

HOME PHONE#

WORK PHONE#

E-MAIL
ADDRESS

CELL PHONE #

UNIT SIZE DESIRED

0 BR

1 BR

2 BR

3 BR

OTHER

Exhibit K – Sample Waiting List Acknowledgement

Date _____

Dear _____:

This letter is to acknowledge receipt of your waiting list update card. Currently you are on our
_____ bedroom waiting list(s).

We do not have an exact time in which you will be contacted regarding an apartment; however, please remember to keep us advised of your current address and phone number.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8 dated June 2, 1988).

Name

Address

City State Zip

Telephone (voice) Telephone (TDD)

Sincerely,

Property Manager

Exhibit L - Applicant Rejection

Date _____

Dear _____:

Thank you for your interest in renting an apartment at _____. After careful consideration and review of your application, we regret we are not able to accept your application for tenancy at this time for the following reasons:

If you wish to appeal this decision, please contact the _____ Management office at _____ (voice) or _____ (TDD) within 14 days of the date of this letter (excluding weekends and designated federal holidays) to schedule an appointment.

Regardless of whether or not you decide to respond to this notice, you may still exercise other avenues of relief available to you if you believe that you have been discriminated against on the basis of race, color, creed, religion, sex, national origin, age, familial status, ancestry, unfavorable military discharge, marital status, receipt of governmental assistance, or handicap.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8 dated June 2, 1988).

Name

Address

City State Zip

Telephone (voice)

Telephone (TDD)

Sincerely,

Property Manager

ADDENDUM 1

SOCIAL SECURITY NUMBER REQUIREMENTS

The head of household/spouse/co-head must disclose social security numbers (SSN's) for all household members. In addition, applicants must provide adequate documentation or acceptable evidence of the SSN including any of those listed below:

- Original Social Security card
- Driver's license with SSN
- Identification card issued by a federal, state or local agency, a medical insurance provider, or an employer or trade union
- Earnings statements on payroll stubs
- Bank statement
- Form 1099
- Benefit award letter
- Retirement benefit letter
- Life insurance policy
- Court records

Applicants do not need to disclose or provide verification of a SSN to be placed on the waiting list; however applicants must disclose a SSN and provide adequate documentation to verify each SSN for all non-exempt household members before they can be housed.

If household members have not disclosed and/or provided verification of the SSN at the time a unit becomes available, the next eligible applicant must be offered the available unit.

The applicant who has not provided required SSN has 90 days from the date they are first offered an available unit to disclose/verify the SSN. During this 90-day period, the applicant may retain its place on the waiting list. After 90 days, if the applicant has been unable to supply the SSN documentation the applicant will be determined ineligible and removed from the waiting list. An additional 90 days will be granted if the failure to provide documentation of a SSN is due to circumstances that are outside the control of the applicant.

Individuals who have applied for legalization under the Immigration and Reform Control Act of 1986 will be able to disclose their SSN, but unable to supply the cards for documentation. SSN are assigned to these persons when they apply for amnesty. The cards are forwarded to the Department of Homeland Security (DHS) until the persons are granted temporary lawful resident status. Until that time, their acceptable documentation is a letter from the DHS indicating social security numbers have been assigned.

ADDENDUM 2 (Section 811 Only)

ENTERPRISE INCOME VERIFICATION (EIV)

HUD has developed a web-based computer system containing employment and income information on individuals participating in HUD's rental assistance programs.

The EIV system provides the owner and/or manager of the property with income information and employment history for applicants and residents. This information is used to meet HUD's requirement to independently verify employment and/or income when applicants certify for rental assistance.

This development will use EIV to perform an Existing Tenant Search Report for all applicants. This report identifies applicants applying for assisted housing that may be receiving rental assistance at the time of application processing at another location.

Owners/Agents must:

1. Run this report at the time they are processing an applicant for admission to determine if the applicant or any applicant household members are currently being assisted at another Multifamily Housing or Public and Indian Housing (PIH) location.
2. Provide a copy of the handout "EIV & You" (see attached) for all new applicants.