

## Resident Selection Guidelines

Oak Hill Apartments

IT IS THE POLICY OF THIS COMPANY TO PROVIDE HOUSING ON EQUAL OPPORTUNITY BASIS. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, FAMILIAL STATUS, NATIONAL ORIGIN OR DISABILITY.

### 1. Resident Eligibility:

Must be an individual classified as homeless by HUD's definition:

A homeless person is:

- A. A person that lacks a fixed, regular and adequate nighttime resident; and
- B. A person that has a primary nighttime resident that is:
  - i. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
  - ii. An institution that provides a temporary residence for individuals intended to be institutionalized;
  - iii. A public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

### 2. Household Definitions:

- Family—Any person(s)
- Elderly—An elderly household consist of either a single person or family where the head of household or spouse is at least 62 years old.
- Handicap—Recorded or regarded impairment.
- Disabled—A handicapped or disabled person is anyone who is handicapped or disabled having a physical or mental impairment which:
  - ✓ Is expected to be a long, continue indefinite duration.
  - ✓ Substantially impedes his or her ability to live independently, or limits one more major life activities.

*All above household definitions may include persons living with applicant/resident that; are essential to their care or well-being.*



Revised 1/21/2016



**3. Documentation of Homelessness:**

A person must provide at least one of the following forms of homeless documentation. The ONLY acceptable forms of homeless documentation are as follows:

- i. Written certification from a public or private facility that provides shelter for homeless individuals; or
- ii. Written certification from the local police department; or
- iii. Written certification from a social service agency.

All certifications of homelessness are subject to verification of authenticity as per HUD definition of homeless Management personnel.

**4. Citizenship Requirements:**

Must declare U.S. Citizenship, or submit evidence of eligible immigration status.

**5. Social Security Number Requirements:**

All applicants must declare and provide documentation of social security numbers. If no documentation of SSN is available an applicant may certify their SSN and has 60 days from date of certification to provide documentation to remain on waiting lists.

**6. Income Requirements:**

Rent will be based on 30% of applicant's gross monthly income.

Income limits are issued annually by HUD for each county or Metropolitan Statistical Area (MSA) by family size and percentage of median income. All applicants must meet income requirements at move-in and during annual-recertification. If during annual recertification, a household income exceeds current income requirements, the resident will pay the current market rent. **In the event the head of household refuses to recertify, rents will adjust to current market rent.**

**A. Additional Requirements**

A prospective resident must indicate willingness to comply with all lease requirements, house rules and unit inspections. Income eligibility is verified annually, and residents must report changes to income, assets and/or household composition when they occur. A household may no longer qualify for tenancy if income exceeds specified program requirements of the maximum eligible percentage of MSA. The resident may be given a 90 day notice to vacate the unit or rent may be increased by 20%.

**7. Minimum Rent:**

\$50.00 per month.

**8. Asset Verification:**

In accordance with program requirements, we will apply an asset test to the applicant. The purpose is to determine if any income can be derived from assets held by the applicant. Asset information will be requested during initial application and annual recertifications.

**9. Applications:**

- Accepting Applications – Applications will be accepted from all qualified persons. Applicants will be screened according to qualification criteria and placed on the waiting list if unit is not currently available. The application must be signed and dated by the applicant and person accepting the application. **Applications cannot be accepted if they are not completely filled in. The applicant must be advised, by mail, that the application is incomplete and request the required information.** You will have seven (7) days from the date of notification to provide the proper documentation and to complete the Oak Hill Residency Application. At the time the application is submitted, an \$8.00 fee will be required. If the application is hand delivered, review it while the applicant is present to assure it is complete.

Upon receipt of a completed Oak Hill Residency application, Management will verify all information necessary to determine if you are eligible for housing at Oak Hill Apartments. If you are deemed eligible by Management and the Columbia Housing Authority, move-in procedures may begin as units become available.

**A. Criminal Background Checks**

The use of a criminal background check improves the resident profile. Not only does it eliminate problem applicants but it gives residents a safer neighborhood. An applicant may be denied if:

- Applicant has been evicted from federally assisted housing or conventional housing for drug-related criminal activity within the past three years.
- Applicant is currently engaging in illegal use of drugs or there is reasonable cause to believe that a household member's illegal use or a pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

- Applicant's abuse or pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- Applicant is subject to the registration requirement under a State sex offender registration program.
- Applicant is currently engaging or has engaged in the following during the past five (5) years:
  - i. Drug related criminal activity
  - ii. Violent criminal activity
  - iii. Other criminal activity that would interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents
  - iv. Other criminal activity that would interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents
  - v. Other criminal activity that would threaten the health or safety of the owner, agent of the owner, any employee, contractor, or sub contractor who is involved with the housing operations.
  - vi. Other criminal activities listed below, but not limited to:
    - Homicide
    - Burglary
    - Rape
    - Aggravated Assault
    - Kidnapping
    - Larceny
    - Motor Vehicle Theft
    - Arson
    - Armed Robbery
    - Charges directly related to children (molestation, pornography)
    - Any other felony conviction

***An application will be denied if there is a history of habitual criminal activity including misdemeanors. In addition, criminal background checks will be performed annually during recertifications.***

## **10. Landlord References**

Landlord references will be checked if provided, however, a bad landlord reference will not disqualify an applicant from residency.

## 11. Credit Report

When reviewing the credit report, check to make sure the name, address and social security number that appear on the report are the same as what the applicant has written on the application.

A person without any credit history will not be disqualified, but must still meet the “Two out of Three” rule. A poor credit history will not disqualify an applicant from residency.

- The credit report must be obtained through the appropriate credit bureau and may also include references supplied by the applicants that do not appear on the credit report.
- Under no circumstances should a copy of the credit history report be released to the applicant or any specific information that is on the report. This is due to the Fair Credit Reporting Act, which only authorizes credit bureaus to release the information.

### **Reasons for Rejecting Ineligible applicants:**

- i. False or misleading information on the application
- ii. Evidence of past illegal drug use and or involvement with no verified efforts to correct the problems
- iii. Failure to provide verifications of social security numbers, proof of birth or income certifications for all family members
- iv. Intentional or material falsification of information supplied on the application
- v. Household characteristics are not appropriate for the specific type of unit available at the time.
- vi. The applicant does not respond to the apartment availability updates within seven (7) days of mailing up date letters
- vii. If mitigating circumstances exist, the applicant may request a hearing with the Property Manager.

### **Denial and Appeal Procedures:**

If an applicant fails to meet the eligibility requirements of the Resident Selection Criteria, a written notice of denial stating the reason for denial will be mailed to the applicant along with a copy of the Grievance and Appeal Procedure. An applicant has 14 days to request an appeal.

## 12. Unit Type Qualifications

SRO – Single Room Occupancy

**Maximum – One Person**

### 13. In House Transfer Policies

Residents can be transferred into a wheelchair accessible unit upon availability if there is a medical need and if they are a “resident in good standing”. **A resident in good standing meets all of the following criteria.**

- a. All rent paid in full.
- b. No outstanding miscellaneous charges such as damage, late fees, etc.
- c. No more than three (3) lease violations received in the previous 12 months.
- d. No complaints on file in the past 12 months.
- e. Passed all unit inspections in the previous 12 months.

### 14. Pet Policy

No pets are allowed. However, resident may have fish, birds or other small caged animals with prior written permission from management. Under no circumstances will management allow residents to keep rodents, snakes or other reptiles.

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Applicant Name

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Signature

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Date