

TENANT SELECTION POLICY

1. All applications will be processed using the same procedures.
2. Ineligibility of dangerous sex offenders for admission to Public Housing:
U.S. Code: Title 42: Section 13663: Subchapter V states in part as follows:
"Notwithstanding any other provision of law, an owner of federally assisted housing shall prohibit admission to such housing for any household that includes any individual who is subject to a lifetime registration requirement under a State Sex Offender Registration Program."
3. All potential applicants who inquire will be given the opportunity to complete and submit an application to become a tenant in the project. In order to be considered, the applicant must complete the application in its entirety and return it to the designated agent of the project. **ONLY COMPLETED APPLICATIONS WILL BE CONSIDERED.** Applicant households must meet the following criteria to be determined eligible to live in the project:
 - a. Meet USDA Rural Development eligibility requirements for income and tenant population type. USDA Rural Development must give prior approval for owners to rent to ineligible applicants. If this apartment complex is also subject to Section 42 of the Internal Revenue (IRS) Code, occupancy in the project will be further restricted to applicants that also meet the eligibility requirements of the Low Income Housing Tax Credit Program (LIHTC). At the owner's option, due to vacancies, the owner may rent to non-eligible LIHTC applicants with the prior approval of USDA Rural Development.
 - b. Must meet USDA Rural Development occupancy policies.
 - c. Must have legal capacity to enter into a lease agreement.
 - d. Must have a history of compliance with past rental agreements.
 - e. Must not be engaged in or convicted of an illegal act including being a current user, manufacturer or distributor of a controlled substance. Persons presently enrolled in, or who have successfully completed a controlled substance abuse recovery program may be considered for occupancy.
 - f. Must have the ability to maintain a housing unit in a safe, sanitary and decent condition.
 - g. The applicant's tenancy must not constitute a direct threat to the health and safety of other individuals or their property.
 - h. Must have a good credit history and demonstrate willingness to pay debts. Mitigating factors will be taken into consideration when applicants have had or are presently experiencing a hardship situation that is beyond their control such as when they have had disputes with creditors, including landlords, or when they were having difficulty paying rent and utility expenses that exceeded 30 percent of adjusted monthly income.
 - i. Must have the financial capacity to meet the household's basic living expenses and pay required rents. All applicants/tenants with annual adjusted income of \$5,000.00 or less and those applicants paying in excess of 40% of their monthly adjusted income for rent, plus utilities, must provide documentation showing sufficient income to meet their basic living needs, including rent payment.
 - j. Must have good landlord/good housekeeping references.
4. Applicants not meeting the project's eligibility policies will be informed in writing within 10 days of their application that they were not considered eligible. The letter will include the reasons for the denial and advise them of their right to appeal the decision under the "Tenant Grievance and Appeal" procedure.



