



Professional Property Management
With a **Personal Approach**

Pre-Qualification Questionnaire

Date: _____

Name	
Contact #	
Address	

Total # HH Members: _____ Student status: Full Time Part-Time NA

Occupation and/or Source(s) of Income: _____

Earned Income

\$ _____ x _____ = \$ _____ x 52 = \$ _____ (Est. Yearly Income)
Hourly Rate Weekly Hours

\$ _____ x _____ = \$ _____ (Est. Yearly Income)
Salary Frequency

\$ _____ x _____ = \$ _____ x 52 = \$ _____ (Est. Yearly Income)
OT Hourly Rate Weekly Hours

\$ _____ x _____ = \$ _____ (Est. Yearly Income)
(Commissions, bonuses, tips or other x Frequency)

Unearned Income (Social Security/Retirement, Gift, Child Support, Alimony, unemployment benefits, TANF etc.)

\$ _____ x _____ = \$ _____ (Est. Yearly Income)
Salary Frequency

\$ _____ x _____ = \$ _____ (Est. Yearly Income)
Salary Frequency

\$ _____ x _____ = \$ _____ (Est. Yearly Income)
Salary Frequency

\$ _____ x _____ = \$ _____ (Est. Yearly Income)
Salary Frequency

Total Income = \$ _____

FOR OFFICE USE ONLY:

Applicants estimated Annual Income is within the following Income Bracket:

_____ 30% _____ 50%
_____ 40% _____ 60% _____ OI

Based on the criteria listed above the Applicant potentially:

_____ Does meet the income guidelines

_____ Does **not** meet the income guidelines

An Adverse Action Letter will be issued to every applicant who does not meet our Income Criteria



Rental Application

For Internal Use Only	
Property:	Received Date (DD/MM/YY):
Property Number:	Time Received:
Property Fax Number:	Wait List Number:

Instructions to Applicant

- ✓ Each Household Member over 18 years of age and not a spouse off applicant must complete an application
- ✓ Do not leave any space blank. Write "No" or "N/A" where appropriate.
- ✓ All information should be complete and correct. False, incomplete or misleading information will cause your application to be declined
- ✓ If you need to make a corrections mark one line through the incorrect information, write the correct information above and initial the change
- ✓ It is your responsibilities to contact us whenever your address, telephone number, or income status changes, or should you need to add or remove a household member
- ✓ Once your application is received, we will make a preliminary determination of eligibility. If your household appears to be eligible, your application will be placed on the waiting list. This does not necessarily mean your household will be offered an apartment. If it is determined that later in the process that your household is not eligible, or does not meet the Tenant Selection Criteria, your application will be declined.
- ✓ We will process your application according to our standard procedures as outlined in the Tenant Selection Plan that includes the eligibility requirements of students that are 18 years of age and older and a full-time or part-time student status in an institution of higher learning, income requirements and criminal and credit requirements
- ✓ UAH Property Management, LP is an equal housing opportunity provider. We do not discriminate on the basis of Race, Color, Religion, National Origin, Sex, Familial Status or Disability.
- ✓ Please use a separate sheet of paper to provide the last three years of rental/residency history (if applicable)
- ✓ Please print clearly

Head of Household	I. FAMILY DATA
Full Name: <i>(as shown on driver's license or government ID)</i>	Phone: ()
Complete Address: <i>(as shown on driver's license or government ID)</i>	Apt #
Driver's License or govt. photo ID # and State:	Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated	Former Last Names:

Spouse	
Full Name: <i>(as shown on driver's license or government ID)</i>	Former Last Names:
Complete Address: <i>(as shown on driver's license or government ID)</i>	Apt #
Driver's License or govt. photo ID # and State:	Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No

Current Residence	II. RENTAL HISTORY	
Address City/State/Zip :	Apt #:	Current Rent: \$
Current owner/Landlord's Name:	Phone: ()	
Reason for Moving:	Date moved in:	
Previous Residence <i>(HUD requires 3 years Rental History)</i>		
Previous Address/City/State:	Cost per Month:	
Reason For Leaving:	Occupied For:	Yrs Mos
Owner/Landlord Name:	Phone:	

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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). Rob Dryman, 10670 North Central Expressway, Suite 505, Dallas TX 75231. (P) 1-214-265-7227 (TTY) 1-800-735-2989





Rental Application

EMERGENCY CONTACT

Name:	Phone:
Address:	Relationship:

Instructions to Applicant

- ✓ Please Complete the Table Below.
- ✓ Include all Members who you anticipate will live with you at least 50% of the time during the next 12 months.
- ✓ A full-time student is anyone who is enrolled for at least five calendar months for the number of hours or courses which are considered full-time attendance by that institution. The five months need not be consecutive.
- ✓ If you need additional space to for answers to any paragraph listed below, attach additional sheets and make sure you include a reference to the paragraph number and your name.
- ✓ List each person living in the unit including the Head of Household and all other household members who will comprise the household.

C. HOUSEHOLD COMPOSITION

HH#	Full Name (exactly as on driver's license or other govt. document)	Relationship Head of HH	Date of Birth	Gender	Student Status (circle one)	Social Security#/ Alien Registration No.	Receiving income
1		Head of Household			FT PT N/A		Yes No
2					FT PT N/A		Yes No
3					FT PT N/A		Yes No
4					FT PT N/A		Yes No
5					FT PT N/A		Yes No
6					FT PT N/A		Yes No
7					FT PT N/A		Yes No
8					FT PT N/A		Yes No

Do all above household members reside in the household 100% of the time? ☐ Yes ☐ No

If no, please list: _____

Are there any anticipated changes in household size within the next 12 months? ☐ Yes ☐ No

If yes, please explain: _____

Are there any anticipated changes in the number of students within the next 12 months? ☐ Yes ☐ No

If yes, please explain: _____

Are any of the household members listed above Foster Children? ☐ Yes ☐ No

If yes, please list their names: _____

Are any of the household members absent from the home? ☐ Yes ☐ No

if yes, indicate their names and reason for their absence: _____

Is any adult household member subject to State or Federal lifetime sex offender registry? ☐ Yes ☐ No

If yes, please list their name _____

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Rental Application

Head of Household		III. EMPLOYMENT	
Current Employer:		Position:	
Address City/State/Zip		Phone: ()	
Supervisor's Name:		Fax Number: ()	
Date you Began this job:		Gross Mo. Income: \$	

Add/Prev. Employer:		Position:	
Address City/State/Zip		Phone: ()	
Supervisor's Name:		Fax Number: ()	
Dates you began and ended this job:		Gross Mo. Income: \$	

Spouse	
Employer:	Phone: ()
Address City/State/Zip	Position:
Supervisor's Name:	Fax Number: ()
Date you Began this job:	Gross Mo. Income: \$

Add/Prev. Employer:	Position:
Address City/State/Zip	Phone: ()
Supervisor's Name:	Fax Number: ()
Dates you began and ended this job:	Gross Mo. Income: \$

Primary Source of Income (Head of Household)							
Source	Yes	No	Amount Received	Weekly	Monthly	Annually	Other (describe)
Salary?	<input type="checkbox"/>	<input type="checkbox"/>	\$				
Tips/Bonus?	<input type="checkbox"/>	<input type="checkbox"/>	\$				
Commissions/Fees?	<input type="checkbox"/>	<input type="checkbox"/>	\$				
Overtime Pay?	<input type="checkbox"/>	<input type="checkbox"/>	\$				
Other?	<input type="checkbox"/>	<input type="checkbox"/>	\$				

Primary Source of Income (Spouse)							
Source	Yes	No	Amount Received	Weekly	Monthly	Annually	Other (describe)
Salary?	<input type="checkbox"/>	<input type="checkbox"/>	\$				
Tips/Bonus?	<input type="checkbox"/>	<input type="checkbox"/>	\$				
Commissions/Fees?	<input type="checkbox"/>	<input type="checkbox"/>	\$				
Overtime Pay	<input type="checkbox"/>	<input type="checkbox"/>	\$				

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Rental Application

Other?	<input type="checkbox"/>	<input type="checkbox"/>	\$				
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Additional Sources of Income							
Identify Income from the following sources, including periodic payments	Yes	No	Head of Household	Co-head/ Spouse	Other Adult Members	Child and/or Dependent	Totals
Interest/Dividends	<input type="checkbox"/>	<input type="checkbox"/>					
Net Business Income	<input type="checkbox"/>	<input type="checkbox"/>					
Net Rental Income	<input type="checkbox"/>	<input type="checkbox"/>					
Social Security	<input type="checkbox"/>	<input type="checkbox"/>					
Supplemental Security Income	<input type="checkbox"/>	<input type="checkbox"/>					
Disability/ Death Benefits	<input type="checkbox"/>	<input type="checkbox"/>					
Pension / Retirement Fund	<input type="checkbox"/>	<input type="checkbox"/>					
Familial Support	<input type="checkbox"/>	<input type="checkbox"/>					
Recurring Monetary Gifts	<input type="checkbox"/>	<input type="checkbox"/>					
Alimony	<input type="checkbox"/>	<input type="checkbox"/>					
Child Support (circle type) Anticipated / Voluntary / Court Order	<input type="checkbox"/>	<input type="checkbox"/>					
AFDC/TANF or other public assistance	<input type="checkbox"/>	<input type="checkbox"/>					
Unemployment Benefits	<input type="checkbox"/>	<input type="checkbox"/>					
Workman's Compensation	<input type="checkbox"/>	<input type="checkbox"/>					
Work Study/Training Program	<input type="checkbox"/>	<input type="checkbox"/>					
Educational Scholarships/Grants	<input type="checkbox"/>	<input type="checkbox"/>					
Military Income	<input type="checkbox"/>	<input type="checkbox"/>					
Salary from 2 nd Job	<input type="checkbox"/>	<input type="checkbox"/>					
Other Income	<input type="checkbox"/>	<input type="checkbox"/>					

If other income, please explain: _____

Household Assets					
Does anyone in the Household have any of the following assets?	Yes	No	Value of Asset	Asset Income	Account Number
Checking Account	<input type="checkbox"/>	<input type="checkbox"/>			
Savings Account	<input type="checkbox"/>	<input type="checkbox"/>			
Direct Express Card	<input type="checkbox"/>	<input type="checkbox"/>			
Credit Union Accounts	<input type="checkbox"/>	<input type="checkbox"/>			
Real Estate or Home	<input type="checkbox"/>	<input type="checkbox"/>			

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Rental Application

Mutual Funds/Stocks/Bonds	<input type="checkbox"/>	<input type="checkbox"/>			
IRA/401k	<input type="checkbox"/>	<input type="checkbox"/>			
Household Assets Continued...					
<i>Does anyone in the Household have any of the following assets?</i>	<i>Yes</i>	<i>No</i>	<i>Value of Asset</i>	<i>Asset Income</i>	<i>Account Number</i>
Retirement/ Pension Fund	<input type="checkbox"/>	<input type="checkbox"/>			
Annuities Income	<input type="checkbox"/>	<input type="checkbox"/>			
Whole Life Insurance (cash value)	<input type="checkbox"/>	<input type="checkbox"/>			
Rental Property	<input type="checkbox"/>	<input type="checkbox"/>			
Trust Fund	<input type="checkbox"/>	<input type="checkbox"/>			
If yes, is the trust revocable?	<input type="checkbox"/>	<input type="checkbox"/>			

<i>Have you received any lump sum payments such as the items listed below?</i>	<i>Yes</i>	<i>No</i>	<i>Value of Asset</i>	<i>Asset Income</i>	<i>Account Number</i>
Inheritances	<input type="checkbox"/>	<input type="checkbox"/>			
Lottery or other winnings	<input type="checkbox"/>	<input type="checkbox"/>			
Workers compensation settlements	<input type="checkbox"/>	<input type="checkbox"/>			
Social Security disability settlements	<input type="checkbox"/>	<input type="checkbox"/>			
VA disability settlements	<input type="checkbox"/>	<input type="checkbox"/>			
Capital Gains	<input type="checkbox"/>	<input type="checkbox"/>			
Other	<input type="checkbox"/>	<input type="checkbox"/>			

If other assets please explain: _____

- When listing the cash value of any of the items that have an asterisk, please keep in mind penalties for withdrawal, or any fees deducted to convert the asset to cash. For example, if you owned a home, and sold it, how much cash would you have after you paid off the mortgage, the realtor, etc.? That's the amount you should list in the "value" column.

Other than foreclosure or bankruptcy, have you disposed of any assets for less than it is worth in the last two years? ☐ Yes ☐ No

If yes, please explain: _____

Has anyone in your household owned a home in the last 2 years? ☐ Yes ☐ No If yes, who? _____

Do they currently own it? ☐ Yes ☐ No If no, when was it disposed of? _____

If yes, is it being rented? ☐ Yes ☐ No Is it sitting vacant? ☐ Yes ☐ No In the process of being sold? ☐ Yes ☐ No

HOUSING ASSISTANCE					
<i>List any assistance provided to or received by any member of the household</i>	<i>Yes</i>	<i>No</i>	<i>Amount</i>	<i>Date Received</i>	<i>Reason</i>
Federal Emergency Management Agency	<input type="checkbox"/>	<input type="checkbox"/>			
Small Business Administration (SBA)	<input type="checkbox"/>	<input type="checkbox"/>			
Housing and Urban Development (Section 8)	<input type="checkbox"/>	<input type="checkbox"/>			

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Rental Application

Tenant Based Rental Assistance (TBRA)	<input type="checkbox"/> <input type="checkbox"/>			
Insurance (homeowners)	<input type="checkbox"/> <input type="checkbox"/>			

Signatures

I understand that the above information is being collected to determine my eligibility for residence. I authorize the owner / manager to verify information provided on this application and my signature is my consent to obtain such verification. I certify that I have revealed all assets currently held or previously disposed of and that I have no other assets than those listed on this form (other than personal property). I further certify that the statements made in this application are true and complete to the best of my knowledge and belief and am aware that false statements are punishable under Federal law.

I understand that this application and all related inquiries will be used only for its relevance to screening and occupancy at this property.

Applicant's printed name

Applicant's signature

Date

Applicant's printed name

Applicant's signature

Date

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person, who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at **208 (a) (6), (7) and (8).** Violation of these provisions are cited as violations of 42 U.S.C. Section

408 (a) (6), (7) and (8).

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Supplement to Rental Application

For Internal Use Only

Applicant Name:

Unit Number:

Instructions to Applicant

- ✓ The following form is to be completed by Household's applying at a property participating in a Tenant Based Rental Assistance Program, including but not limited to one of the following: HUD 236, Project- Based Section 8, HUD 221 (d) (3), HUD 207/223 (F), and RD 515 Programs.
- ✓ Please print Clearly

A. DEPENDANT DEDUCTION (Some households members cannot qualify for this deduction regardless of age, disability, or student status: Head of Household, spouse, co-head, foster child, an unborn child, a child who has not yet joined the family, or a live-in aide)

Is the household comprised of a family member under the age of 18? ☐ NO ☐ YES, who? _____

Is the household comprised of a family member with disabilities? ☐ NO ☐ YES, who? _____

Is the household comprised of a family member who is a full-time student? ☐ NO ☐ YES, who? _____

B. CHILD CARE EXPENSES DEDUCTION

Is the household paying for the care of children age 12 or under? ☐ NO ☐ YES, for whom? _____

If YES, Please answer the following questions:

1. Does the child care enable an adult household member to (check): ☐ Seek Employment ☐ be gainfully employed ☐ further his/her education (academic or vocational)? ☐ NO ☐ YES, for whom? _____
2. Is there an adult household member capable of providing care during the hours care is needed? ☐ NO ☐ YES, who? _____
3. Is the child care provided by a member who occupies the household? ☐ NO ☐ YES, who? _____
4. Is the household reimbursed by an Agency or Individual? ☐ NO ☐ YES, who? _____

C. DISABILITY ASSISTANCE EXPENSES DEDUCTION

Is the household paying for attendant care and /or an auxiliary apparatus? ☐ NO ☐ YES, for whom? _____

If YES, Please answer the following questions:

1. Does the care and/or use of the auxiliary apparatus enable an adult household member to work? ☐ NO ☐ YES, who? _____
2. Is the household reimbursed by an Agency and/or Individual for these costs? ☐ NO ☐ YES, who? _____
3. Identify the type of care and/or apparatus paid for: _____

D. ELDERLY OR DISABLED FAMILY DEDUCTION

Is the head of household, spouse, or co-head at least 62 years of age or older? ☐ NO ☐ YES, for whom? _____

Is the head of household, spouse, or co-head a person with a disability? ☐ NO ☐ YES, for whom? _____

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Supplement to Rental Application

E. MEDICAL EXPENSE DEDUCTION (If your household qualifies for the deduction, as listed in "D" then medical expenses for ALL household members may be eligible for deduction)		
Identify any of the following medical expenses	Estimated Annual Cost	Can Support for expenses be provided?
Medicare		<input type="checkbox"/> NO <input type="checkbox"/> YES
Doctor Co-Pays		<input type="checkbox"/> NO <input type="checkbox"/> YES
Prescription Costs		<input type="checkbox"/> NO <input type="checkbox"/> YES
Medical Deduction Costs		<input type="checkbox"/> NO <input type="checkbox"/> YES
Over the Counter Costs		<input type="checkbox"/> NO <input type="checkbox"/> YES
Other:		<input type="checkbox"/> NO <input type="checkbox"/> YES
Is the household reimbursed by an Agency and/or Individual for any of these costs? <input type="checkbox"/> NO <input type="checkbox"/> YES, who? _____		
Did the household have any one-time non-recurring medical expenses? <input type="checkbox"/> NO <input type="checkbox"/> YES, who? _____		

F. APPLICANT/RESIDENT CERTIFICATION
--

I certify that the information contained in this supplement application is true and correct to the best of my knowledge

_____ Applicant's printed name	_____ Applicant's signature	_____ Date
_____ Co - Applicant's printed name	_____ Ca - Applicant's signature	_____ Date

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Section

**408 (a) (6), (7) and (8). **

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Rose Valley

1007 NW Loop 323
Tyler, TX 75702
(P) 903-592-7341
(F) 903-592-7395
TTY – 1(800)659-8331

EFFECTIVE: September 1, 2015

Rose Valley is a Multi-Family Project-Based Section 8 property that is administered by the U.S Department of HUD and Low Income Housing Tax Credit (LIHTC). This community is designated to attract applicants for occupancy from all potentially eligible groups of people in the housing area regardless of race, color, religion, sex, national origin, disability, familial status, marital status, and source of income, age, ancestry, medical condition, sexual orientation or any other arbitrary basis. Rose Valley has 2, 3 and 4 bedroom units available for rent. To be eligible for occupancy at this property, there must be a match between the applicant's family size and the unit size available at Rose Valley. The goal of this Tenant Selection plan is to establish a guideline for the selection of residents in accordance with program regulations, which will enhance the quality of life for our residents and improve the financial viability of Rose Valley.

Availability of Plan

The Tenant Selection Plan is available to the public upon request. It will be posted in a common area of the rental office. It may be reviewed at the above location during normal office hours. All applicants will be provided a copy of this plan and will be required to sign an acknowledgment form stating they have read and understand the plan.

Modification of Plan

Rose Valley will review this Tenant Selection Plan at least once annually or when there is a change in regulations to ensure that it reflects current operating practices, program priorities and regulations. If Rose Valley and/or the property's governing agency feel the plan needs to be modified in anyway, a notice of such modification will be provided to existing residents and persons on the property's Waiting List. Based on the new criteria Tenants who already reside at Rose Valley at the time new or revised tenant selection plan are applied and who are otherwise in good standing under the lease will not receive notices of non-renewal or termination. For this reason the current Tenant Selection Plan in place at Rose Valley will always be dated.



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I. Fair Housing and Equal Opportunity Requirements

Non-Discrimination

It is the policy of Rose Valley to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and any legislation protecting the individual rights of residents, applicants or staff which may subsequently be enacted.

Rose Valley will not discriminate on the basis of race, color, sex, religion, age, disability, national origin, gender identity, marital status, sexual orientation, ancestry, source or income, medical condition or any other arbitrary basis in the leasing, rental or other disposition of housing or related facilities or in the use or occupancy thereof. In addition, Rose Valley **will not:**

- Deny to any applicant the opportunity to apply for housing nor deny any eligible applicant the opportunity to lease housing suitable to his/her needs;
- Provide housing which is different from that provided others
- Subject a person to segregation or disparate treatment
- Restrict a person's access to any benefit enjoyed by others in connection with the housing program
- Treat a person differently in determining eligibility or other requirements for admission
- Deny a person access to the same level of services; or
- Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing program

Rose Valley shall not automatically deny admission to a particular group or category of otherwise eligible applicants. Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine.

Section 504 of the Rehabilitation Act of 1973

It is the policy of Rose Valley to assure that qualified individuals with handicaps or disabilities are not discriminated against on the basis of their handicap or disability. Rose Valley also assures that these individuals will have equal opportunity to receive and enjoy the benefits of living at Rose Valley

Reasonable Modifications:

Rose Valley will allow *reasonable modifications* to individual units or common areas when requested by applicants and residents with disabilities. If considered reasonable by Rose Valley, these modifications will be made at the property's expense. If deemed to be unreasonable, an active dialogue will be opened between Rose Valley and the disabled applicant or resident to find a mutually agreeable solution.

Reasonable Accommodations:

Rose Valley will seek to identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504 of the Rehabilitation Act of 1973, Rose Valley will make *reasonable accommodations* for applicants/tenants with handicaps or disabilities. Rose Valley will make *reasonable adjustments* to rules, policies and services in order to enable an applicant/resident with a disability to have an equal opportunity to use and enjoy the unit and the common area of dwelling or to participate in or have access to other activities conducted or sponsored by Rose Valley.

In reaching a reasonable accommodation with, or performing structural modifications for otherwise a qualified individual with disabilities, Rose Valley is **not** required to:

- Make structural alterations that require the removal or altering of a load-bearing structural member
- Provide support services that are not already part of its housing programs;
- Take any action that would result in a fundamental alteration in the nature of the program or service
- Take any action that would result in an undue financial and administrative burden on Rose Valley, including structural impracticality as defined in the Uniform Federal Accessibility Standards (UFAS).



UAH Property Management will consent to or deny the request as quickly as possible. Unless UAH Property Management explains the delay, the applicant/resident will be notified of the decision to consent or deny within thirty (30) calendar days after receiving all necessary information and documentation from the resident and/or appropriate verification sources. If the request for reasonable accommodation or modification is denied, the requestor has the right to appeal the decision within fourteen (14) days of the date of the written notification of denial.

Defining persons with Disabilities

Any person having certain medical conditions, or a physical, mental or psychological impairment that:

- Limits the person's ability to conduct the activities of daily living
- Is such that the person's inability to conduct the activities of daily living could be improved by more suitable housing conditions
- Persons infected with the Human acquired Immunodeficiency Virus (HIV) who are disabled as a result of infection with the HIV are eligible for occupancy in the Section 202 properties designed for the physically disabled, developmentally disabled or chronically mentally ill depending upon the nature of the person's disability.

NOTE: A person whose sole impairment is alcoholism or drug addiction will not be considered to be a disabled for the purposes of the Section 202 program.

Assigning Units for Person with Physical Disabilities

Rose Valley will always give a household that has indicated a need for certain unit accommodations because of disability, the opportunity to benefit from the HUD and Tax Credit program in place. Rose Valley asks the household to decide for itself, in compliance with Section 504 of the Rehabilitation act, whether a unit meets the needs of the household. Rose Valley will notify the household whenever any unit becomes available, without regard to unit accessibility. Rose Valley will never prohibit an eligible household with a member who has a disability from accepting a suitable non-accessible unit if no accessible unit is available when the household reaches the top of the Waiting List. If the applicant decides to accept a standard unit, she/he may request some modification to the unit as a reasonable accommodation.

Assigning Accessible Units

If a unit becomes available that has either been made accessible under Section 504, or was originally designed for disabled households when Rose Valley was approved for funding, Rose Valley will first offer the unit to an individual with disabilities who is currently residing in a non-accessible unit who requires the features of the unit. If there is no such current resident, Rose Valley will offer the unit to the next qualified applicant on the Waiting List who needs the features of the accessible unit. When neither a current resident nor a qualified applicant require the features of an available accessible unit, Rose Valley will advertise the accessible unit in a non-discriminatory way as an effort to maximize the utilization of the unit by eligible individual(s) whom require the accessible features of the unit. Only when all 3 attempts have faulted will Rose Valley offer the unit to another resident or applicant, and will incorporate as an addendum to the lease an agreement that the resident will move to a non-accessible unit within Rose Valley when one becomes available. This addendum will also cover whether the resident or Rose Valley will pay for the cost of such a move.

Reasonable Accommodation

Rose Valley will consider request for reasonable accommodations from applicants/residents with disabilities, so they may benefit from the use and enjoyment of the dwelling units. The applicant/resident must be able to show that the requested accommodation is necessary and that there is a strong identifiable relationship between the requested accommodation and the individual's disability. If a household requests an accessible feature, policy modification or other reasonable accommodation, Rose Valley will provide the requested accommodation unless doing so would result in a fundamental alteration in the nature of the program or an undue financial and administrative burden. A fundamental alteration is a modification that is so significant that alters the essential nature of the operations of Rose Valley.



For further information please refer to the Reasonable Accommodation Policy & Procedures.

II. Auxiliary Aids to Ensure Effective Communication

Rose Valley will seek to effectively communicate with applicants, residents and members of the public who are individuals with disabilities. The use of auxiliary aides will be implemented when necessary. Rose Valley asks for 7 days' notice in order to make any service, meeting, interview or appointment accessible. Requests for auxiliary aids may include visual alarms, tactile signs, visual doorbells, readers, interpreters, large print or Braille applications, leases and other information/communications, recording of such information and a community room television that provides closed-captioning service.

Assistance Animals

Rose Valley will allow assistance animals, which are defined as animal that work, provide assistance, perform tasks for the benefit of a person with disability, or provide emotional support to alleviate identified symptoms or effects of a person's disability. These animals, often referred to as assistive, service, support or therapy animals perform many disability-related services, including but not limited to guiding individuals who are blind, alerting individuals who are deaf, providing minimal protection or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures or providing emotional support to persons with disabilities who have a disability-related need for such support. No pet deposit or pet fee is required for assistive animals. Specific animal, breed, quantity, weight restrictions and pet rules will not apply to households who have a qualified service/assistance animal(s). If an accommodation for assistive animals causes a financial and/or administrative burden to Rose Valley, or becomes a danger to the safety of the other residents or staff, it will be asked that the assistive animal be removed by the Resident.

Accessible Route

For mobility-impaired persons, Rose Valley is an accessible facility on an accessible route.

Equal Access

Rose Valley will provide assistance in a confidential manner and setting to insure equal access to a resident's documents. An individual with disabilities is responsible for providing her/his own transportation to and from the location where all documents are kept. Documents that the resident would like to review may be examined during regular business hours. Please contact the Management office to make arrangements to examine any documents.

Mitigating Circumstances

Section 504 and Fair Housing regulations state that consideration for mitigating circumstances shall be given to all persons applying for occupancy. If an applicant feels there is a mitigating circumstance or reasonable accommodation to be considered for determining occupancy, they should contact Rose Valley immediately to schedule a meeting.

III. Privacy Policy

Personal Information

It is the policy of Rose Valley to guard the privacy of individual's conferred by the Federal Privacy Act of 1974 and to ensure the protection of such individuals' records maintained by Rose Valley. Unless required by Federal or State Law, neither Rose Valley nor its agents shall disclose any personal information contained in its records to any person or agency unless the individual about whom information is requested shall give written consent to such disclosure.

Determining Eligibility for Assistance

This privacy policy in no way limits Rose Valley's ability to collect such information as it may need to determine eligibility and income, or determine an applicant's suitability for tenancy.

Information on Handicaps/Disabilities

Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained on handicap or disability will be treated in a confidential manner.



Investigations into Fraud/Criminal Activities

This privacy policy is not intended to preclude the cooperation of Rose Valley with Local, State or Federal investigations into fraud or criminal activity. With proper identification, Rose Valley is permitted to advise the investigating officer of the following:

- Whether or not an individual is a resident;
- How long an individual has been a resident; and
- Any other appropriate answers to questions related to the investigation

Rose Valley will not make files, forms or documents available to the investigating officer unless a court order for such action is provided.

IV. Qualifying under HUD & LIHTC Program Eligibility Requirements

Defining Program Eligibility

Program eligibility determines whether applicants are eligible for occupancy at this HUD and LIHTC Community. Rose Valley will not admit ineligible applicants. In order to be eligible a household must meet all of the following tests.

Income Limits

HUD establishes income limits and revises them annually to ensure that federal rental assistance is provided only to low-income families. Income limits are available for review at the site or management office. Rose Valley will determine income eligibility prior to approving any applicant for tenancy. Once the applicant moves into Rose Valley, this income eligibility test will not be done again unless the resident has gone to market rent and wants to once again be eligible for subsidy. Applicants must have an income that is not greater than the maximum income limits established by HUD and as published annually in the Federal Register. In addition, 40% of the new move-ins per year at this Section 8 property must be at or below 30% of the area median income as required by HUD and explained in the "Income Targeting" paragraph below.

Method for Income-Targeting

HUD requires that Section 8 developments must lease not less than 40% of the dwelling units that become available for occupancy in any project fiscal year to extremely low-income families, which is defined as families whose incomes are below 30% of the area median income. The methodology Rose Valley has chosen to fulfill this obligation is to alternate between the first six (6) extremely low-income families on the waiting list four(4) otherwise eligible families. It is possible that applicants of a higher income that are also higher on the waiting list will be skipped over to achieve income targeting. When this occurs, Rose Valley will make a notation on the waiting list to indicate that an applicant was skipped over to achieve the 40% income targeting rule.

Social Security Numbers

Applicant must disclose Social Security numbers for all household members and provide proof of the numbers reported. If the applicant or any household member does not have a SSN than an alternate form of picture identification must be provided.

Lack of Social Security Documentation

Applicants who have not disclosed and/or provided verification of SSN's for all non-exempt household members, Rose Valley will continue to process the application, and the applicant will have 90 days from the date they are first offered an available unit to disclose and/or verify the SSNs. During this 90 day period, the applicant may as its discretion, retain its place on the waiting list. After 90 days, if the applicant is unable to disclose and/or verify the SSNs of all non-exempt household members, the applicant will be determined ineligible and removed from the waiting list. One exception to this rule, for all applicants age 62 or older as of January 31, 2010, whose initial determination of eligibility for assistance was begun before January 31, 2010. Failure to respond to Rose Valley request for additional information and/or providing false or incomplete information will result in denial and removal from the waiting list in accordance with the property current Tenant Selection Plan.



Declarations and Verifications of Citizenship

All family members, regardless of age, must declare their citizenship or immigration status via a specific Declaration or Verification Form, the exact type of which depends on the applicant's status. All applicants for assistance will be given notice of the requirement to submit evidence of citizenship or eligible immigration status at the time of application. A separate form must be signed by each member of the family. For family members under the age of 18, the form must be signed by an adult member of the household. The following documents are required:

- (1) For U.S. Citizens: A declaration of citizenship form. In addition, Rose Valley requires a copy of the applicant's birth certificate.
- (2) For Noncitizens under the age of 62: A verification consent form; (2) Declaration of Eligible Immigration Status;
- (3) One of the documents approved by the Department of Homeland Security as acceptable evidence of immigration status.
- (3) Noncitizens age 62 and over: Noncitizens who are age 62 and older are not required to be further verified regarding their immigration status other than signing a Declaration of Eligible Immigration Status and providing a proof of age document.
- (4) Noncitizens who are in this country on a visa and are not immigrants: There is an appropriate place on the verification consent form for them to sign stating that they do not claim to have eligible immigration status and are not therefore eligible for assistance.
- (5) For noncitizens who are in this country on a visa and are not immigrants: There is an appropriate place on the Verification Consent Form for them to sign stating that they do not claim to have eligible immigrations status and are not therefore eligible for assistance.
- (6) Verification Delay: Rose Valley will not delay or terminate the family's assistance if the family submitted its immigration information in a timely manner but the Department of Homeland Security Verification or appeals process has not been completed. In addition, if at least one family member has submitted the required documentation to Rose Valley in a timely manner and the family comes to the top of the waiting list, Rose Valley will offer the unit and provide prorated assistance based upon those family members who submitted their documentation on time. Prorated assistance will continue until the remaining family members submit the required documentation. Once Rose Valley completes the verification process it will do one of the following:
 - Provide full assistance if all of the family members establish citizenship or eligible immigration status.
 - Continue to provide prorated assistance if any of the family members are ineligible based upon citizenship or immigration status OR
 - Temporary Deferral of Termination of Assistance: If the family does not accept an offer of prorated assistance, then Rose Valley will offer a temporary deferral of termination of assistance in order to provide the family with time to find alternative housing. The initial deferral period is six (6) months and may be extended for a maximum of two additional six (6) month periods. At least sixty (60) days before the termination of each deferral period, Rose Valley will notify the family if they qualify for another deferral.

Record Keeping-Existing Tenant Search Report

The existing Tenant Search Report must be maintained in the Applicants or Tenant File. If the information on the report results in an applicant not being accepted for housing assistance based on the applicant providing false or incomplete information, the report will be maintained in the applicants file, along with associated correspondence sent to the applicant to inform him/her of management's decision to deny him/her as an applicant. If the information on the report results in information confirming that the applicant still resides at another property where he/she receives rental assistance, the report will be maintained in the applicants file along with the associated correspondence sent to the applicant to inform hi/.her of Management's decision to deny him/her as an applicant based on the fact that he/she has not moved out of another property where he/she is receiving rental assistance. If the information provided by a current landlord, as indicated on the "Section 8-Existing MO Confirmation" form confirms that the applicant is currently being evicted the Existing Tenant Search, confirmation as indicated on the "Section 8- Existing



MO Confirmation" and associated correspondence sent to the applicant and family must be maintained in the applicants file.

A copy of the Existing Tenant Search report will be filed in each tenant file and a report must be included for each household member, including household minor and dependents. If the Existing Tenant Search report shows that any member of the applicant family is receiving rental assistance at another property, documentation must be included and noted on the Section 8 Existing Tenant MO Confirmation" confirming the move out date as provided by the landlord. Follow up action may or may not be needed based on information provided by the landlord at the property where the applicant is currently receiving rental assistance and in accordance with the Property's Tenant Selection Plan.

Multiple Subsidy Report

The **Multiple Subsidy Report** will be reviewed quarterly. The report allows Rose Valley to search TRACS database to identify individuals who may be receiving multiple rental subsidies. If the report shows that a resident is being assisted at another location, Rose Valley must contact the household and offer them the opportunity to dispute or explain the situation. If the results of the searches (both MF and within PIH) (See Search option) below shows that a tenant is being assisted at another location, Rose Valley must discuss these results with the household. The notice requires that the household meet with Rose Valley within five days of the date of the notice. Rose Valley must also contact the representative PHA or owner/agent of the other property showing on any multiple subsidy report and document all information obtained regarding receipt for multiple subsidy for any household member. Information will be documented on the property's discrepancy log with notations on all follow-up completed by owner agent. If any household member received or attempted to receive assistance in another HUD assisted unit while receiving assistance on this property, the household member will be required to reimburse HUD for assistance paid in error. This is considered a material non-compliance lease violation and may result in penalties up to and including evictions and pursuit of fraud charges.

Search Options-Multiple Subsidy Report

When running the *Multiple Subsidy Report*, Rose Valley will perform both of the search options as shown below to determine if possible multiple subsidies exist: **Search within MF-Search within PIH.**

Recordkeeping-Multiple Subsidy Report

Print out and maintain a copy of the *Multiple Subsidy Report* in the EIV discrepancy log file, and include notations as to the outcome of contacts with the residents and/or PHA or owner/agent of other property. In addition, a copy of the *Multiple Subsidy Report* for the resident plus any documentation supporting any contacts made for information obtained to determine if a household and/or household member is receiving multiple subsidies as well as documentation to support any action taken if a household and/or household member is receiving subsidies must be retained in the tenant file. If tenant file must only contain information for that particular household. Reports may need to be manually separated so that only information for the household is included in the tenant file. Refer to HUD Handbook 4350.3, Rev 1 as well to determine if households receiving multiple subsidies should be terminated in accordance with the HUD Model Lease and charged market rent for unpaid subsidy at the property as a result of multiple subsidies.

No Income Report

The *No Income Report* will be reviewed quarterly. The report provides Rose Valley with the list of tenants whose identities were verified by the SSA, but do not have or never have received SSA/SSI benefits or wages. Information obtained in the *No Income Report* must be compared to information provided by the applicant/tenant and any/all discrepancies with the information should be researched. Applicants/Tenants obtaining to have no household income should be listed on the *No Income Report* and if not listed on this report additional steps must be taken by the Rose Valley to determine why the household is listed. Discrepancies between information provided by the applicant/tenant and the information obtained in the *No Income Report* should be handled in the same manner as discrepancies obtained in the *Income Discrepancy Report* and all discrepancies must be documented, discussed with the applicant/tenant and resolved within (30) days of the date of the report. Correction must be made for unreported or under-reported household income by processing the appropriate S0059 and processing repayment agreements (as warned) based on



the timeframes and amount of subsidy owned by the household, if any. In addition, households reflected on the *No Income Report* that have not reported to Rose Valley—that household is currently receiving income should be contacted to review the information obtained and compared to information provided to the household. Sources of income not included on the *No Income Report* must be accounted for, verified according to the HUD Handbook 4350.3 guidelines and included on the household's 50059, such as child support income, recurring gifts, benefits not included in the EIV System, etc.; All household reporting zero income must complete a Section 8-Zero Income Questionnaire in accordance with the "Section 8-Standard Operating and Procedures Manual" on a quarterly basis as well. The questionnaire is intended to confirm households are meeting daily needs and to ascertain if there is unreported household income that should be included as part of the household's annual income.

Recordkeeping – No Income Reports

Rose Valley will maintain the *No Income Reports* with the EIV Discrepancy log file and include any documentation and correspondence with the household(s) to discuss discrepancies between the individual household reported income and the *No Income Report*. In addition, the owner/agent will maintain individual *No Income Report* in the tenant file along with any/all documentations and correspondence with the household relative to the household's reported income amounts and the *No Income Report*. The owner/agent will "purge" EIV printouts at the end of tenancy plus 3 years. Rose Valley will document the resident's file when information is destroyed. When documenting this action, provide information about when and how the information was destroyed. Reporting at Annual Certification, Interim Certification and Unit Transfer. Aside from the reports previously mentioned, the EIV Income Reports will be reviewed during annual and interim re-certification. The Income report will be printed and reviewed within 90 days after transmission of the move-in certification through IMAX and any income discrepancies will be resolved within 30 days of the income report date. Reports will be produced and reviewed based on the following schedule:

January	November 1-10
February	December 1-10
March	January 1-10
April	February 1-10
May	March 1-10
June	April 1-10
July	May 1-10
August	June 1-10
September	July 1-10
October	August 1-10
November	September 1-10
December	October 1-10

Only Residence

Applicants must agree that their rental unit will be their only residence. When applicants are undergoing income limit tests, they are required to reveal all assets they own including real estate. They are allowed to own real estate, whether they are retaining it for investment purposes as with any other asset, or have their property listed for sale. However, they may never use this real estate as a residence while they live in HUD-assisted housing.

Rent Formula for Section 8

Applicants must agree to pay the rent required by the Section 8 subsidy formula used at Rose Valley, which is defined in HUD's Occupancy Handbook, HUD Handbook 4350.3 REV-1, and CHG-2 as follows:

The applicant/resident will pay the greater of:

- 30% of the monthly-adjusted income



- 10% of the monthly gross income
- Welfare Rent or
- Minimum Rent of \$25

Hardship Exceptions

Rose Valley will waive the minimum monthly rent requirement to any family unable to pay due to a long-term financial hardship. The financial hardship exemption constitutes the only statutory exception, and includes the hardship situations listed below. **NOTE:** A family who is eligible for and receives a hardship exemption must be recertified every 90 days.

- The family has lost federal, state, or local government assistance or is waiting for eligibility determination (including legal immigrants);
- The family would be evicted if the minimum rent requirement was imposed;
- The family income has decreased due to a change in circumstances, including but not limited to, loss of employment;
- A death in the family has occurred;
- Other applicable situations, as determined by HUD have occurred.

Authorization for Release of Information

All adults in each applicant(s) household must sign a Tenant Release and Consent Form, prior to being awarded occupancy and annually thereafter. Refusing to sign the Tenant Release and Consent form by any adult household member will cause the household to be ineligible for occupancy or continued tenancy.

Eligibility under the Student Rule

On 11-30-06 Congress enacted Public Law 109-115, which included in Title III, Section 327, appropriations for HUD regarding eligibility of students for assisted housing under Section 8. Owners are required to determine a student's eligibility for Section 8 assistance at move-in, annual recertification, initial certification (when an in-place tenant begins receiving Section 8) and at the time of an interim recertification if one of the family composition changes reported is that a household member is enrolled as a student. Rose Valley will use the following HUD guidelines as indicated in Chapter 3 of HUD's occupancy handbook, HUD Handbook 4350.3 REV-1,

Students who are NOT Eligible for Section 8 Assistance

According to Section 327(a) of the law, Section 8 assistance shall not be provided to any individual who:

- Is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized educational credential;
- Is under the age of 24;
- Is not married;
- Is not a veteran of the United States Military;
- Does not have a dependent child;
- Is not a person with disabilities, as such term is defined in 3(b)(3)(E) of the United States Housing Act of 1937 (42 U.S.C. 1437a (b)(3)(E) and was not receiving section 8 assistance as of November 30, 2005;
- Is not living with his/her parents who are receiving Section 8 assistance; and
- Is not individually eligible to receive Section 8 assistance and has parents (the parents individually or jointly) who are not income eligible to receive Section 8 assistance

Defining Independent Student

If an individual can prove independence from his/her parents, therefore meeting the handbook definition of "independent student" and does not meet any of the criteria in Section 327(a) above, but is otherwise eligible for assistance, the student would be eligible to move into Rose Valley and receive assistance. Non-tuition financial assistance would be counted as income unless the student is over 23 with a dependent child.



For a student to be eligible independent of his/her parents (where the income of the parents is not relevant) the student must demonstrate the absence of, or his/her independence from his/her parents, the student must meet, at a minimum, all of the following criteria to be eligible for Section 8 assistance. The student must:

- Be of legal contract age under state law;
- Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy, or meet the U.S Department of Education's definition of an independent student, as indicated in the handbook Glossary;
- Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and
- Obtain a certification for the amount of financial assistance that will be provided by parents, signed by the individual providing the support. This certification is required even if no assistance will be provided

Defining Student Financial Assistance for individuals receiving Section 8 assistance

Any financial assistance, for households receiving Section 8 assistance, a student receives (1) under the Higher Education Act of 1965 (2) from private sources or (3) from an institution of higher education that is in excess of amounts received for tuition is included in annual income, except if the student is over the age of 23 with dependent children or if the student is living with his or her parents who are receiving Section 8 assistance. (See the Glossary of HUD Handbook 4350.3 REV 1, CHG-4 for an expanded definition of Student Financial Assistance)

UAH Property Managements Compliance Department will be the final judge of the authenticity of any verification submitted by an applicant.

Misrepresentation of Information

If, during the course of processing an application, it becomes evident that an applicant has falsified or otherwise misrepresented any facts about his/her current situation, history or behavior in a manner that would affect eligibility, applicant selection criteria qualification, allowances or rent, the application shall be rejected.

In Addition, Any information provided by the applicant that is later proven to be untrue by verification may be used to disqualify the applicant for admission on the basis of attempted fraud. Fraud is defined in par 8-13 A of the HUD handbook 4350.3 REV. 1, CHG-4 as an applicant/resident knowingly providing inaccurate or incomplete information. Unwitting errors that do not secure an advantage with regard to program eligibility, preferences or rent will not be used as a basis to exclude applicants.

Rose Valley considers false information about the following items to be grounds for rejecting an applicant:

- Income, Assets, Household Composition, Social Security Numbers, Allowances; and
- Previous residence or Criminal history

V. Qualifying under HUD & LIHTC's Project Eligibility Requirements

Defining Project Eligibility

Occupancy Standards is the minimum and maximum number of occupants residing in a unit. When applying to Rose Valley, the appropriately sized unit must be in the unit configuration within the development. Units are assigned according to household size and composition. If the appropriate unit size is not available at the time of application, the applicants will be put on a waiting list. To avoid overcrowding and in order to be consistent UAH Property Management has adopted the following universal occupancy standards.

<u>Bedroom Size</u>	<u>Minimum</u>	<u>Maximum</u>
Studio/Efficiency	1	2
Loft	1	2
1 Bedroom	1	2
2 Bedroom	2	4
3 Bedroom	3	6
4 Bedroom	4	8
5 Bedroom	5	10



Families with Children

The Fair Housing Act prohibits properties receiving federal assistance from discriminating on the basis of familial status, making it illegal to discriminate against families because of the presence of persons under the age of 18. Rose Valley will neither exclude families with children, nor will they develop policies or procedures that have the purpose or effect of prohibiting children. Rose Valley will not exclude eligible elderly families because of the presence of children or because of the anticipated presence of children.

Counting Household Members

In order to determine the size of unit that would be appropriate for a particular household, Rose Valley will count all full-time members of the household including live-in aides and foster persons who will reside in the unit. In addition, Rose Valley will count all anticipated persons including the following:

- Children expected to be born to a pregnant woman;
- Children in the process of being adopted by an adult household member;
- Children whose custody is being obtained by an adult household member;
- Children who are temporarily in foster home who will return to the household;
- Children in joint custody arrangements who are present in the household 50% or more of the time;
- Children who are away at school and who live at home during recesses;
- Children that are temporarily in a correctional facility/detention center who will return to the household.
- Household Members permanently confined to a Hospital/Nursing Home as requested by the Applicant.

Policy for Unit Transfers

Requests from Owner/Agent

If an applicant becomes a resident and the only available unit is an accessible and there is no other household in need of the accessible unit at the time, it will be acceptable to allow the household to move into the accessible unit. The household however, will be required to sign the "Special Needs Apartment Agreement" form. By signing this form the household agrees that if any applicant or resident applies and is in need of the accessible unit the household will move to another apartment within the community in 30 days from notification by management. In the event that our Community does not have a unit available of applicable size then the Household in need of the ADA unit will be placed on the Waiting List. Rose Valley will never exclude a household with person(s) with disabilities from admission due to not having an ADA unit available nor will Rose Valley require the household to accept a unit that has already been made accessible. The current resident will then be given a new 30 day notice for transfer upon availability.

Acceptable Reasons for Transfers

Current residents may qualify for a unit transfer for one of the following conditions:

- Medical/Health conditions, including inability to use stairs or the need for a live-in attendant.
- Household size increases or decreases
- Circumstances(s) protected under "The Violence Against Women Act"
- There is a need for a unit with special design features for a person with disabilities; or
- Other potential conditions not related to health, which will be reviewed on a case-by-case basis by both onsite Management and Regional Management.

Rose Valley will provide emergency transfers in the event of sexual assault or imminent harm or approved reasonable accommodation.

Placement on Transfer Waiting List

If the Rose Valley manager approves a request for a transfer to a different unit, and there is not current unit available, the resident will be placed on the Rose Valley transfer list. Residents needing transfers due to medical reasons must have a written physician's statement.

Procedures for Filling Vacancies

If a request for a transfer to a different unit is approved, the resident agrees to pay all transfer costs prior to the move. Costs may include damages that are beyond normal wear and tear in current unit. However, if a resident is transferred as an accommodation to a household member's disability, then Rose Valley may be obligated to pay the



costs associated with the transfer as discussed under Section 504 of the Rehabilitation Act of 1973 of Chapter 2 of HUD Handbook 4350.3 REV 1, CHG-4

Priority for Filling Vacancies

It should be noted that Rose Valley will prioritize households residing in the development over those not residing at the development

Preferences

Rose Valley has no elected Preferences.

VI. Qualifying under Rose Valley Standards

Property Standards for Bedroom Size

Being eligible for HUD & LIHTC housing is not an entitlement. Every applicant must meet the tenant selection criteria set in place at Rose Valley. These standards are used to demonstrate the applicant's suitability as a resident. They are determined by verifying information on past behavior to document the applicant's ability, either alone or with assistance to comply with essential lease provisions and any other rules governing tenancy.

Property Standards for Behavior

The applicant household will be judged on past habits and practices related to tenancy and not on any attributed or behavior which maybe imputed to a particular group or category of persons of which an applicant may be a member.

VII. Screening to Determine Applicant Eligibility

Applicant Screening Criteria

All applicants for HUD & LIHTC housing will be screened according to the criteria set forth in HUD's Occupancy Handbook, HUD Handbook 4350.3 REV 1, CHG-4 or governing agency. The screening criteria will be applied uniformly and in a manner consistent with all applicable law, including the state and Federal Fair Housing Acts, the Federal Fair Credit Reporting Act, program guidelines and the Departments Rules. Certain key questions relating to the applicant's eligibility and resident history will be asked, including Social Security numbers or other sort of identification, the names, addresses and telephone numbers of current and former landlords. Failure to provide this information will result in cessation of application processing. Property staff will assist applicants, as needed in understanding the application process and completing forms. Applicants will be instructed on what aspects of their background will be checked. An applicant has the right to voluntarily withdraw from the application process at any time. Live in Aids will be subject to the same general screening criteria as household members, except that Live-in Aids will not be screened for their ability to pay rent.

Section 8 Voucher Holders

- Prospective applicants who hold Section 8 Vouchers or certificates are encouraged to apply and will be provided the same consideration for occupancy for occupancy as any other prospective tenant.
- Minimum income requirements for Section 8 voucher and certificate holders is 2.5 times the portion of rent the tenant pays;
- If tenant rent portion is equal to or below \$50, Rose Valley will require a minimum income of \$2500
- All other screening criteria, including employment policies or procedures and other leasing criteria must be applied to prospective tenants uniformly and in a manner consistent with the Texas and Federal Fair Housing Acts and with Department requirements.

Things Rose Valley will check

- Past performance in meeting financial rent obligations, of;
- A record of disturbance of neighbors, destruction of property or housekeeping habits at prior residences which may adversely affect the health, safety or welfare of other residents or cause damage to the unit or development.



- Involvement in criminal activity on the part of any applicant household member which would adversely affect the health, safety or welfare of other residents;
- A record of eviction from housing, or termination from residential programs;
- An applicant's ability and willingness to comply with the terms of Rose Valley's lease;
- An applicant's misrepresentation of any information related to eligibility, allowances, household composition or rent.

Things Rose Valley will not check

- Rose Valley is not allowed to require physical examinations or medical testing as a condition of admission;
- Rose Valley will uniformly require all applicants to furnish evidence of ability to meet the obligations of tenancy, but will not impose greater burdens on persons with disabilities. Persons with disabilities may meet the requirements of the lease with assistance of others such as attendant care providers;
- Rose Valley will not require a donation, contribution or membership fee as a condition of admission.

Procedures to Determine an Applicant's History

Past Performance & Record of Disturbance

- Past performance for meeting financial rent and current lease compliance obligations will be checked by contacting the current landlord and at least one prior landlord.
- Rose Valley will check county court records for evidence of evictions or judgments against the applicant. The purpose of these checks is to obtain information on the applicant's past history of meeting financial rent obligations, future ability to make timely rent payments and to describe whether the applicant has ever been evicted from a rental unit.
- Rose Valley will check with the current landlord and at least one former landlord for potential problems regarding documented disturbance of neighbors, destruction of property or housekeeping habits that would pose a threat to the health and safety of other residents and/or property.
- If the applicant is not currently living under a lease with a landlord, the current housing provider may be asked to verify the applicant's ability to comply with lease terms. Any area for which the applicant has upkeep responsibility will be inspected.
- Documentation of current use of illegal drugs on the part of any applicant household member will be sufficient grounds to reject the applicant household.
- Involvement in criminal activity by any member of an applicant household that would adversely affect the health, safety or welfare of other residents will be verified. In addition, the current or former landlord will be asked to indicate problems in this area during the applicant's tenancy.

An applicant's behavior toward property staff will be considered in relation to future behavior toward neighbors. Physical or verbal abuse or threats by an applicant toward staff will be noted in the file and may be grounds for denial of residency.

Record of Eviction

- Staff will run the required criminal background check for all individuals in the household that are over the age of 18 and have signed the proper tenant release and consent forms.
- If the background check comes back and has unclear information, it is acceptable to check property records, landlord records and other court records to determine whether the applicant has been evicted from any other property in the past.
- Record of termination from residential programs will be checked with police, services agencies and with any housing providers referred by the applicant.
- An applicant will in no way be held accountable by Rose Valley for the rental delinquency or other problems of a former household of which the applicant was a member, but not the head or spouse.
- Staff will consider the date and circumstances of any past eviction or termination of tenancy in determining its relevance to property tenancy.



Screening for Credit History

Rose Valley will screen all applicants for their credit activity for the past 3 years. Rose Valley will reject an applicant for a credit history reflecting delinquencies on:

- Any previous monies owed from prior rental obligation if a payment arrangement has not been made and proof of payment history or pay off cannot be provided.

Rose Valley will not reject an applicant for a lack of a credit history. Reference letters may be requested.

Screening for Rental History

The applicant's rental history must be acceptable to Rose Valley standards, which are as follows:

- Applicants should have at least one year of rental history to contact
- The rental history of both the current landlord and one previous landlord may be reviewed
- If the applicant current living arrangements are with a household member, then two previous landlords may be contacted.
- If an applicant proceeding housing was "owner occupied" this criterion is waived
- Applicants must not have a history of more than four (4) late rental or mortgage payments
- Applicants must show a willingness to maintain premises in a sanitary condition with no evidence of undesirable noise, odor or disruptions to the quiet and peaceful enjoyment of other residents.

Screening for Housekeeping Habits

All landlords contacted for rental history will also be questioned regarding the applicant's housekeeping habits, to determine the maintenance of the present home in regards to sanitary conditions and fire and safety standards.

Other Standards

Total Household gross monthly income must equal a minimum of 2 ½ times of the monthly rental amount.

Violence against Women Reauthorization Act of 2013

Provides protections to Applicants/Tenants from being denied admission to, denied assistance under, termination from participation or evicted from housing on the basis that such person(s) are or have been the victims of domestic violence, dating violence, sexual assault and/or stalking or deny assistance, tenancy or occupancy rights solely on the basis of criminal activity directly relating to domestic violence, dating violence, sexual assault or stalking.

- This Community will not assume that any act is a result of abuse covered under VAWA. In order to receive the protections outlined in the VAWA, the applicant/resident must specify that he/she wishes to exercise these protections. If any applicant or resident wishes to exercise the protections provided in the VAWA, he/she should request additional information from the Office Staff and follow the steps and guidelines outlined in UAH Property Management's Violence Against Women Act Policy.
- If a request under VAWA has been made the applicant will complete the VAWA certification form or supply approved documentation outlined in the UAH Property Management's VAWA Policy within 14 calendar days from the date of the request.
- Office Staff will review and respond to requests to exercise protections provided under the VAWA within ten (10) business days of receiving all required documentation. Responses may include but is not limited to:
 - Approval of the Request
 - Denial of the Request
 - Request for additional information
- If the certification provided by the Applicant/Tenant contains conflicting information, we may request additional documentation as described in our VAWA policy. The Applicant/Tenant must supply requested documentation within (10) business days after request. If the victim is unable to provide required documentation within the required timeframe, the Office Staff will deny the request.

UAH Property Management's Violence Against Women Act (VAWA) Policy can be referenced if additional clarification is needed.



If a request that is subject to VAWA is denied, the requestor has the right to appeal the decision within fourteen (14) days of the date of the written notification of denial. The appeal meeting will be conducted by a person who was not originally involved in the decision to deny.

NOTE: Per the Reauthorization Act of 2013, Rose Valley is not limited from termination assistance or tenancy for any violations under the Tenants' current lease agreement that is not premised on the act of

VIII. Marketing

Fair Housing requirements

Rose Valley enforces a marketing effort that attracts a broad cross-section of the eligible population without regard to race, color, religion, sex, disability, familial status, national origin, marital status, sexual orientation, age, ancestry, place of employment, medical condition, or any other arbitrary basis.

Filling Available Units

Whenever additional applicants are needed to fill available units, advertising will be carried out in accordance with the approved AFHMP and as indicated below.

Affirmative Fair Housing Marketing Plan (AFHMP)

Rose Valley complies with the requirements of the approved AFHMP established for Rose Valley, which is designed to promote equal housing choice for all prospective residents regardless of race, color, religion, sex, disability, familial status, national origin, marital status, national origin, marital status, sexual orientation, age, ancestry, place of employment, medical condition **OR** any other arbitrary basis. Rose Valley will market at least quarterly but as need needed to fill vacancies. The purpose of the plan is to ensure that eligible households of similar income levels will have a similar range of housing opportunities. The plan outlines marketing strategies Rose Valley will use. Special efforts will be made to attract persons who are least likely to apply due to such factors as the racial or ethnic composition of the neighborhood. Marketing will also seek to reach persons with disabilities and potential applicants outside the immediate neighborhood if marketing only within the neighborhood would create a disparate impact against certain classes, such as the case of an entire neighborhood that includes no minorities.

Monitoring and Documenting Marketing Activities

Rose Valley will monitor marketing efforts and document the results in writing. The documentation will be made available, upon request for all marketing activities to show consistency with affirmative fair housing marketing requirements and the approved plan for Rose Valley. This documentation will include copies of media and marketing materials, records of marketing activities conducted and documentation of any special marketing activities conducted in accordance with Rose Valley approved AFHMP and placed in property marketing binder.

Two-year Review of Plan

Rose Valley will review the AFHMP every two years and update it as needed to ensure compliance with HUD & LIHTC regulations. If the demographics of the area have changed, Rose Valley will determine whether advertising efforts should be targeted to different groups. The AFHMP will be revised whenever a substantial change takes place, or the local Consolidated Plan is updated. For further information please reference the Biennial Affirmative Fair Housing Marketing Plan Policy & Procedure.

Advertising

Targeted Population

When available units cannot be filled from applicants on a Waiting List, Rose Valley will target advertising to groups other than the typical population of the neighborhood and will reach out to applicants who are least likely to apply because they are not the predominant racial or ethnic group in the neighborhood.



Form of Advertisement

All advertising for this property includes the HUD-approved Equal Housing Opportunity logo, the Equal Housing Opportunity slogan or an equal housing statement. All advertising using human models will depict members of all eligible protected classes including individuals from both majority and minority groups.

Source of Advertising

Rose Valley will use the following public forums for its general advertising and when opening & closing the waiting list:

- Tyler Morning Telegraph
- Community Brochures

Fair Housing Poster

Rose Valley has posted the required Equal Housing Opportunity poster in a window of the Leasing Office that can be seen from outside, so that it is readily apparent to all persons seeking housing.

IX. Application Intake and Processing

Application Intake

Applications(s) can be submitted to Rose Valley via mail, email, fax or can be picked up and taken between 1:00 p.m. and 4:00 p.m. Monday - Friday at Rose Valley site office only when the waiting list is open. If Rose Valley accepts an application via mail, email or fax, consideration of the application will be deferred pending receipts of the application fee. All communications with applicants will be by first class mail or by telephone. Failure to respond to letters or phone messages may result in withdrawal of an application from further processing. Rose Valley will make exceptions to these procedures to take into account circumstances beyond the applicant's control, such as medical emergencies or extreme weather conditions.

Written applications will be accepted from anyone who wishes to apply. Every application must be completed and signed by the applicant. The information requested on the application form includes:

- Household characteristics such as name, sex, age, disability status (only where necessary to establish eligibility), need for an accessible unit, and race/ethnicity;
 - General household contact information such as address, phone number, etc.;
 - Sources and estimates of the household's anticipated annual income and assets;
 - Social Security number(s);
 - Citizenship declaration and consent form(s);
 - Higher education student status (only if a member of the household is a student in higher education);
 - Identification of preferences for which the household qualifies
 - Screening information, which may include prior landlord, credit, and drug/criminal history;
 - Marketing information regarding how the applicant heard about Rose Valley; and
 - Certification from the applicant stating the accuracy and completeness of information provided, and an acknowledgement that the applicant has read the Privacy Act and understands the disclosure requirements.
 - Authorization by the applicant that allows Rose Valley to verify all information provided on the rental application
- Staff will be prepared to assist any applicants who might have trouble completing the application form. This assistance might take the form of answering questions about the application, helping applicants who might have literacy, vision or language problems and, in general, making it possible for interested parties to apply for assisted housing.

Determining an Applicant's Eligibility

Preliminary Determination

Before putting any applicant on a waiting list, Rose Valley will make a preliminary eligibility determination to ensure that there are no obvious factors that would make an applicant ineligible. At this point, it is the applicants decision whether to proceed with placement on the waiting list.

Placement on a Waiting List



If a preliminary screening indicates that a household is eligible for tenancy, but units of appropriate size are not vacant, Rose Valley will place the household on a Waiting List according to the date and time the application was received in the rental office if requested by the household. The household will be notified when a suitable unit becomes available.

Placement on More than One List

Families may request and be placed on more than one waiting list, as long as they are eligible for the appropriate bedroom size. For instance, a household of 3 that includes a parent and a son and daughter is eligible for both a 2-bedroom unit and a 3-bedroom unit (Where applicable).

Updating Information

Applicants have the opportunity, at any time, to supplement the information they already provided with their application. Every six months, applicants are required to contact Rose Valley via any means listed above to validate or update previously provided information.

Every intake application must be completed and signed by the applicant. The information requested in the application packet includes:

- Household characteristics such as name, sex, age, disability status (only where necessary to establish eligibility), need for an accessible unit;
- General household contact information such as address, phone number, etc.;
- Sources and estimates of the household's anticipated annual income and assets;
- Social Security Number(s);
- Certification of Student Status Eligibility
- Identification of preferences for which the household qualifies
- Screening information, which may include prior landlord, credit, and drug/criminal history;
- Marketing information regarding how the applicant heard about Rose Valley; and
- Certification from the applicant stating the accuracy and completeness of information provided, and an acknowledgement that the applicant has read the Privacy Act and understands the disclosure requirements.
- Authorization by the applicant that allows Rose Valley to verify all information provided on the rental application.

Staff will be prepared to assist any applicants who might have trouble completing the application packet. This assistance might take the form of answering questions about the application form. This assistance may include literacy, vision or language barriers and, in general, making it possible for interested parties to apply for assisted housing.

I. Waiting List Management

Anyone who wishes to be admitted to Rose Valley or to be placed on Rose Valley' Waiting List must complete an application. The application must include a signature certifying the accuracy and completeness of information provided. If the applicant is placed on Rose Valley Waiting List, the list will note the name of the applicant, the date and time of application, the type of income, the size of unit desired, and any other pertinent information.

Selecting Names from the Waiting List

Rose Valley will select names from the waiting list to fill vacancies in chronological order with the exception of the property's preferences identified below.

Preferences

Applicant with preferences are selected from the waiting list and receive an opportunity for an available unit earlier than those who do not have a preference. Preferences affect only the order of applicants on the waiting list. They do not make anyone eligible who was not otherwise eligible, and do not change the selection criteria within the document. List of possible preferences:



- In House Transfer: Transfers within the community are only authorized if the transfer reason is an approved reason listed within this Tenant Selection Plan. Residents on the transfer list will be selected before applicants on the waiting list that do not have a preference.
- Handicapped Unit Preference: A household that includes a person with disabilities that would benefit from a fully accessible unit
- Hearing and Visual Preference: A household that includes a person with disabilities that would benefit from a hearing and visual aided unit
- Violence Against Women Act invoked (VAWA): A household that includes a person that is a victim of domestic violence
- Displacement: A family who has been displaced by government action or a presidentially declared disaster
- Income Level: Depending on the unit that is vacant a household with a specific income level may need to be selected in order to meet program requirements. This will be used on HUD properties to meet the 40% ELI requirement

Community Specific preferences are as follows

- Tenant Populations with Special Needs: Communities that are required to have a certain percentage of their population set aside with Persons with Special Needs will give preference to a household that meets the criteria when the designated percentage is not met
- Senior Preference: Communities that are required to have 80% of their population set aside for households containing at least one person 55 years of age or older

Applicant's Refusal to Accept a Unit

When appropriately sized units are offered to an applicant(s), and an applicant(s) turns down offered unit two consecutive times, the applicant will be placed at the bottom of the Waiting List.

Maintaining the Waiting List

In order to maintain a balanced application pool, Rose Valley may, at its discretion, restrict application taking, suspend application taking, and close waiting lists in whole or in part. Decisions about closing the waiting list will be based on the number of applications available, and the ability of Rose Valley to house an applicant within a reasonable period of time. Closing the waiting lists, restricting intake, or opening the waiting lists will be publicly announced in the same sources of advertising as listed above.

Policy for Closing the List

The waiting list will be closed when the average wait is two years. Potential applicants whose names appear on the waiting list will be notified via mail of the closure of the waiting list. The waiting list closure will also be published in the sources listed above, and will state that additional applications will not be accepted until the waiting list is no longer excessive. During the period when the waiting list is closed, Rose Valley will not maintain a list of individuals who wish to be notified when the waiting list is reopened.

Reopening the List

If there is a need to reopen the waiting list, Rose Valley will advertise in the sources listed above, explaining the rules for applying, when and where to apply, and the order in which applications will be processed.

Updating the Waiting List

The Waiting List will be updated on a continuing basis. Applicants must contact Rose Valley every six (6) months in order to stay on the Waiting List. Rose Valley will update the waiting list by removing the names of those who are no longer interested in, or who are no longer qualified for, assisted housing. Each Applicant who is no longer interested in or who no longer qualifies for assisted housing will be notified in writing within 7 days and given 14 days to dispute. The applicant is responsible to update the application with any changes that may occur to remain active on the current waiting list.

Removal of Applications from the Waiting List

Rose Valley will not remove an applicant's name from the waiting list unless:

- The applicant requests that the name be removed.



- The applicant was clearly advised of the requirement to tell Rose Valley of his/her continued interest in housing by a particular time and failed to do so. Those applicants failing to respond within the required time frame will be removed from the list.
- They may reapply at any time, but will not assume their old position on the list.
- Rose Valley made a reasonable effort to contact the applicant to determine if there is continued interest in housing, but has been unsuccessful.
- Rose Valley has notified the applicant of its intention to remove their name because they no longer qualify for assisted housing.

X. Verification Requirements

Verification Interview

As applicants approach the top of the Waiting List they will be contacted to schedule an interview to verify all information given on the application. At this time a new updated application will be requested and used for verification. Rose Valley will confirm and update all information provided on the application and will explain program requirements, verification procedures, and penalties for false information, which includes eviction, loss of assistance, fines up to \$10,000, and imprisonment up to five years. The applicant will be asked to sign a Tenant Release and consent form and any other necessary verification requests.

Required Consent Forms

Adult members of assisted families must authorize owners to request independent verification of data required for program participation. To provide owners/agents with this authorization, adult household members must sign a Tenant Release and Consent form. Head of household and all household members 18 years of age and older, regardless of whether they have income, must sign this form. The consent allows owners to request and receive information from third-party sources about the applicant/resident.

Form HUD-9887

Notice and Consent to the Release of Information to HUD. Each member of the family who is 18 years of age and older must sign this form regardless of whether s/he has income. The consent allows HUD to verify information with the IRS, the Social Security Administration, and with state agencies that maintain wage and unemployment claim information.

Form HUD 9887-A

Applicant's/Tenant's Consent to Release of Information – Verification by Owners of Information Supplied by Individuals Who Apply for Housing Assistance. Owners and all family members 18 years of age and older, regardless of whether they have income, must sign this form. The consent allows owners to request and receive information from third-party sources about the applicant/resident.

Required Information

All information relative to the following items must be verified:

- Income, Assets, Household composition and Social Security Numbers; or other required picture identification
- Deductions for such things as age, disability, disability expenses and medical costs;
- Documented ability and willingness to abide by lease requirements, previous history of tenancy, rent paying, caring for a home and criminal activity of any household member.

All of the above information must be documented and appropriate verification forms or letters placed in the applicant or resident file. No decision to accept or reject an application will be made until all verifications have been collected and the complete file reviewed and approved by UAH Property Managements Compliance Department unless the preliminary review of the file by onsite management concludes ineligibility.



Verification Documentation

Documentation used as part of the verification process may include:

- Checklists completed as part of the process and signed by the applicant;
- Verification forms completed and signed by third parties;
- Reports/Letters of interviews; and
- Notes of clarification records with reliable source(s)

At a minimum, such clarification records will indicate the date of the conversation, source of the information, name and job title of the individual contacted, and a written summary of the information received. UAH Property Managements Compliance Department will be the final judge of the credibility and authentication of any verification submitted by an applicant. If a staff member considers documentation to be doubtful, Rose Valley manager/owner will review it before making a ruling about its acceptability and sending it as part of the initial file. Staff will continue to pursue credible documentation until it is obtained or the applicant is rejected for failing to produce it.

Preferred Forms of Verification

Verifications shall be attempted in the following order:

- Third party written;
- Third party oral with a record kept in the file;
- Review of documents provided by the household, or affidavits from the household.

Each file will be documented to show that Rose Valley staff attempted to obtain third party written documentation before relying on some less acceptable form of information.

Source of Information

Sources of information to be checked may include, but are not limited to:

- Present and former landlords, or housing providers;
- Present and former employers;
- Credit checks and landlord record services;
- Household social workers, parole officers, court records, drug treatment centers, clinics, physicians, clergy; and
- Police Departments

Verifying Information

The applicant must agree to furnish any information required to verify eligibility for rental assistance including all sources of income, assets and certain expenses. Applicants are hereby informed that, by law, the penalties for false information may include eviction, loss of assistance, fines up to \$10,000, and imprisonment up to five years. The applicant must understand that a final decision of eligibility cannot be made until all verifications are complete. In addition, the applicant must understand that HUD has the right to compare any of the information supplied in the verifications with information that federal, state or local agencies have on the family's income and household composition. Rose Valley must explain all program requirements to applicants, including the following verification procedures:

Individual Verification Consent Forms

In addition to the authorization for release of information and the appropriate consent forms indicated earlier, applicants must sign individual verification forms that have been designed by Rose Valley for obtaining documentation from third parties, to verify an applicant's income and deductions for determining the rent.

Verifying Annual Income

Projections of Annual Income will include estimates for each income recipient, and will be based on the best available information, considering the past year's gross income, and for employed families, the current income rate, and any potential rate increase, bonus, or possibility of overtime. The income of irregular workers will be estimated on the basis of the best information available, considering earning ability and work history. Overtime income will be



computed in accordance with verification obtained from the employer, in the absence of more reliable or accurate information.

Verification Documentation

Documentation used as part of the verification process may include checklists completed and signed by the applicant, verification forms completed and signed by third parties, dated notes of interviews with third parties whether by phone or in person, documents provided by family members, or affidavits/certifications supplied by the applicant. Rose Valley will be the final judge of the credibility of any verification submitted by an applicant.

Methods of Verifying Income

Income is the most important factor in determining a household's eligibility. Rose Valley has established methods of verifying income which include:

- Written third party verification (with an appropriate release) through an employer or public agency. Rose Valley staff may update this verification by phone provided a clarification record or file notes is added to the file.
- Property review of documentation provided by the household such as benefit checks, income tax returns and W-2 forms.

In the absence of any of the above, affidavits from the household describing the amount and type of income is acceptable documentation.

Verifying Zero Income

If an applicant reports zero income on an application. Rose Valley will advise her/him that if they are still at zero income when they come to the top of the Waiting List, they will be asked to fill out a questionnaire prepared by Rose Valley stating their source of necessary living items that are not covered by Food Stamps or other federal assistance sources. After 90 days at zero income, and for every 90 day period thereafter, the resident may be re-certified to determine if they have begun to receive any type of income. If a resident goes through four 90 day periods at zero income, Rose Valley may make a visit to the dwelling unit to determine the likelihood of the resident's report. If the resident is found to have a car, a telephone, cable television, cigarettes, disposable diapers, or other evidence of some form of income the applicant may be asked to explain the source of income supporting cash expenditures when zero income is present. A family budget or statement of financial responsibility may be required from the applicant. Investigations may include ordering a credit report on the resident after property notice is given.

Verifications and Rent Computations

Annual Income, which is used to determine eligibility, and Adjusted Income, which is the income upon which the rent is based, will be computed in accordance with the definitions and procedures established in Federal Law and set forth in the applicable HUD & LIHTC regulations, as found in HUD Handbook 4350.3 REV-1.

XI. Making an Occupancy Determination.

Non-Discrimination

The following list of factors will not be considered in making a decision to admit or reject an application:

- | | | |
|-------------------|----------------------|---|
| • Race | • Age | • Medical Condition |
| • Color | • Sex | • Place of employment |
| • Religion | • Marital Status | • Handicap or disability, including mental or |
| • Ancestry | • Familial Status | Psychological illness |
| • National Origin | • Sexual Orientation | • Gender Identity |
| • VAWA | | |

Applicants with Disabilities

It is illegal to reject an applicant because she/he has a disability, or for reasons that could be overcome by Rose Valley reasonable accommodation of the applicant's disability. If, even with a reasonable accommodation, applicants with disabilities cannot meet essential program requirements, it is permissible to reject them. Such insurmountable problems might arise because of behavior or performance in past housing, inability to comply with the terms of Rose



Valley' lease, or needed services from property staff that represent an alteration in the fundamental nature of Rose Valley program or is economically unreasonable.

Determining Program Eligibility

An applicant who happens to have a disability but who is able to demonstrate a history of meeting financial obligations, caring for a rental unit, avoiding disturbing neighbors and destroying property, eschewing criminal behavior and if necessary, ability to comply with Rose Valley' lease, would be recommended for admission with no further reference to or consideration of any disability or handicap.

Recommendations for Admission or Rejection

If at any point in the screening process (including landlord references, criminal background check, or verification of ability to comply with lease terms) it becomes clear to Rose Valley that an applicant will not meet the screening criteria, the file will be sent to the appropriate Supervisor for review. The first step in this review is a determination of the file's completeness. If any information is missing or the case for rejection or acceptance is not compelling, the file will be returned to the staff for further work.

Authorizing Admission

If an applicant is clearly eligible and passes the screening criteria, admission will be authorized.

Authorizing Rejection

Likewise, if the applicant is ineligible, rejection will be authorized. See below for further requirements regarding rejection.

XII. Rejection of Ineligible Applicants

Applicants who do not pass the eligibility requirements will immediately be sent a letter of rejection (*within 7 days*). This written rejection notice will specifically state one of the reasons listed below for the rejection and will inform the applicant of her/his right to respond to Rose Valley in writing or to request a meeting within 14 days to dispute the rejection. Rose Valley will record all specific dates on the denial log. If rejection is a result of a 3rd party report, Rose Valley will disclose contact information for the applicable 3rd party source.

Reasons for Rejections

Rose Valley will reject an Applicant if she/he:

- Does not sign and submit verification consent forms or the Authorization for Release of Information
- Does not meet Rose Valley resident screening criteria as set forth in this Tenant Selection Plan. If this item is the cause for rejection, the adverse action letter will specifically state in which area the applicant did not pass the screening criteria as indicated below.

Ineligible Applicants

At the completion of the verification process, applicants will be ineligible to move into Rose Valley for any one of the following reasons:

- The applicant's gross annual income changes by the time they reach the top of the Waiting List and exceeds the income limit for Rose Valley.
- Household members have failed to meet disclosure requirements for Social Security numbers; or other required picture identification as applicable to properties program requirements.
- Household members have failed to sign the release of information forms; and
- Landlord reference checks reveal that the applicant has a history of nonpayment of rent, eviction for nonpayment of rent, history of disruptive behavior or history of damaging site property.

Screening Criteria

Reasons for failing Rose Valley resident screening criteria may include but not limited to:

- A household member was, or is engaged in criminal activity that involves crimes or physical violence to persons or property, or that disturbs the peaceful enjoyment of the premises;



- There is evidence of acts of violence or any other conduct that constitutes a danger or disruption to the peaceful enjoyment of the premises;
- There is confirmed drug addiction or alcohol abuse, such as a conviction for possession, trafficking or use of narcotics or controlled substances, a records of conviction for activity relating to the misuse of alcohol, or written reports from a probation officer, a social agency or the household itself to the effect that the individual is addicted to, or is misusing drugs or alcohol;
- A household member was evicted in the past three (3) years from federally-assisted housing for drug and criminal activity;
- A household member has been evicted from a residence within 1 years; evictions after 1 will be considered and requires proof of payment in full, payment made or proof of payment arrangement.
- A household member has a conviction for the offense of murder, Homicide, Manslaughter (or related offenses) rape, prostitution, indecent exposure, sodomy, carnal abuse, impairing the morals of a minor or similar crimes indicating sexual deviation;
- Theft, robbery or breaking & entering.
- There is evidence of grossly unsanitary or hazardous housekeeping habits, which includes the creation of health or safety hazards through acts of neglect or causing, permitting to cause any damage to or misuse of the premises. This includes causing or permitting infestation, foul odors or other issues injurious to other persons' health, welfare or enjoyment of the premises; depositing garbage improperly; failing to use in a reasonable and proper manner all utilities, facilities, services, appliances and equipment within the dwelling unit, or failing to maintain them in good clean condition; or any other conduct or neglect which could result in health or safety problems or in damage to the premises.
- A household will be denied if in the past 5 years there are 3 or more offenses relative to drugs, criminal activity, theft, burglary, trespassing, stolen property, breaking & entering, crime resulting in injury to person(s), arson, forgery, money/check related offenses, sexually oriented offense, fraud, embezzlement, tampering, weapons charge, gang related offense, criminal mischief or property damage.

Drug Abuse and other Criminal Activity

- Any household containing member(s) who has been evicted in the last three (3) years from federally assisted housing for drug-related criminal activity. Rose Valley may, at its option, approve such an application, if the evicted household member has successfully completed an approved, supervised drug rehabilitation program; 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 is currently engaging in illegal drug use;
- Any household member if there is reasonable cause to believe that 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 will be based upon behavior not the condition of alcoholism or alcohol abuse.
- Any household member has engaged in violent criminal activity;
- Any household member with a derogatory criminal (felony, misdemeanor, etc.) record less than three (3) years old from the date of disposition.
- Non-violent felony, (forgery, fraud, etc.) that is less than three (3) years from the date of the disposition.

Rose Valley, at its option may request an override from the company's Compliance Director when such proof of Rehabilitation can be provided in regards to the charge in which the denial is based. Please note that an application may be placed on hold in the event of a pending charge for any of our Community's failing criteria until proof of dismissal for that charge can be provided by the Applicant.

Other Criminal Activity:

Rose Valley will deny admission to any member of the household that is subject to a lifetime registration requirement under a state sex offender registration program. In accordance with Federal Law, Rose Valley is establishing this standard to prohibit admission to this federally assisted property to sex offenders subject to a lifetime registration requirement under a state sex offender registration program. During the admission screening process, Rose Valley



will perform the necessary criminal history background checks in the state where the housing is located and in other states where the household members are known to have resided.

Report from Qualified Agency

In cases where a qualified agency, such as Protective Services, reports that a household shows potential for improvement in the areas, an eligibility decision will be reached after receiving such a referral or recommendation from such an agency that would otherwise cause denials. Supportive documentation must be submitted to UAH's compliance director for approval.

XIII. Acceptance of Eligible Applicants

Offering a Unit

When a unit becomes available for occupancy, it will be offered either to the first Extremely Low-income applicant on the Waiting List, or, if the income-targeting percentage has already been met, to the first applicant at the top of the Waiting List. If the applicant cannot be contacted within five (5) working days, the offer will be canceled and the unit will be offered to the next applicant on the Waiting List. In that event, the first applicant will be sent a letter requesting confirmation of their interest in remaining on the Waiting List. If the applicant replies affirmatively, their application will retain its position on the Waiting List. The applicant will be advised at that time that if another unit becomes available and they cannot be reached within five (5) working days, their name will be moved to the bottom of the waiting list. If the applicant's reply is negative, or if no reply is received within five (5) working days, the application will be withdrawn.

Preparing to Move In

- The Applicant and site Manager will inspect the unit, and will both sign the "Move-In Inspection" form.
- All Applicants will sign the Lease and related Addendums/Documents;
- The Applicant will pay the Security Deposit by cashier's check or money order prior to Move in;
- The Applicant will pay an additional Deposit (If applicable) by cashier's check or money order
(examples include pet deposit, additional security deposit, garage remote & fab)
- The Applicant will pay the rent for the first month/partial month of occupancy by cashier's check or money order.
- The Applicant will be given a copy of the Lease, any applicable Addendums, the "Move in Inspection" form, House Rules, Pet Rules (If Applicable) and the receipt for the security deposit/first month's rent upon request.

The applicant will be given a copy of the lease, the HUD-50059 Form used to certify the rent, the Initial Notice for next year's Annual Recertification, the Move-In Inspection Form, House Rules, Pet Rules (if applicable), a *Resident Rights and Responsibilities* brochure, the Lead-Based Paint Disclosure Form, a HUD Fact Sheet describing the program and how Rose Valley determined the rent, and the receipt for the security deposit and first month's rent.

Move-In Inspection

Before executing the Lease, Rose Valley representative and the resident will jointly inspect the unit. The move-in inspection form will be used to indicate the condition of the unit. The condition of the unit must be decent, safe, sanitary and in good repair. If cleaning or repair is required, Rose Valley will specify on the form the date by which the work will be completed, which will be no later than 30 days after the effective date of the lease. After the move-in inspection, the resident has five (5) days to report any additional deficiencies in the unit to management. The complete move-in inspection will be attached to the lease. The inspection form must be signed and dated by both Rose Valley and the Resident.

Initial and Renewal Leases

Applicants will be required to sign a lease for the program under which they are being admitted, in accordance with Figure 6-2 of HUD's occupancy handbook, HUD Handbook 4350.3 REV-I. The initial lease term and any renewal lease terms will be determined in accordance with Figure 6-3 of the handbook.

Determination of Security Deposit



Security deposit amounts will be determined in accordance with Figure 6-6 of HUD's occupancy handbook, HUD Handbook 4350.3 REV-1. Please note that the forfeiture of a Security Deposit will apply if/when:

- The Tenant fails to move in or take possession of the unit after signing the Lease Contract
- The Tenant fails to provide notice of intent to vacate within the required time frame
- Failure to fulfill the Lease Terms as identified within the Lease Contract

If approved for a Refund, the amount less deductions will be mailed within 30 days after move out, along with an itemized statement of account, to the forwarding address provided by the Tenant.

If denied for a Refund, an itemized accounting of all deductions will be mailed within 30 days after move out to the forwarding address provided by the Tenant.

If no address is given the refund will be mailed to the last known address unless Management Approval has been obtained for a different method.

Rent Calculation

Monthly rent will be determined in accordance with the resident rent formulas indicated in Exhibit 5-8 of HUD's occupancy handbook, HUD Handbook 4350.3 REV-1.

Failure to Move In on Time

If an applicant fails to move in on the agreed date, the applicant will be contacted to determine if extenuating circumstances exist. If Rose Valley determines that extenuating circumstances do exist, and the applicant cannot immediately move into Rose Valley, the application will be returned to its current spot on the waiting list, and the unit will be offered to the next household on the Waiting List. If Rose Valley does not find that there are extenuating circumstances, the application will be withdrawn.

Checks Returned for Insufficient Funds

Rose Valley will impose a fee on the second time, and each additional time, a check is not honored for payment. In addition, the resident will be billed for the amount the bank charges for processing the returned check.

Additional Deposit

Rose Valley is not a pet permitted Community.

Charges for Facilities and Services

Damages

Whenever damage is caused by carelessness, misuse or neglect on the part of the resident, household member or guest, the resident is obligated to reimburse Rose Valley for the damages within 30 days after the resident receives a bill from Rose Valley. Rose Valley will deduct accrued, unpaid damage charges from the resident's security deposit at the time of move-out, as allowed by the laws of this state. See reference the UAH approved Charge and Damage list for pricing. A small sample of damages and charges you may encounter are listed below:

Unpaid Rent, Unpaid Utilities, Repairs, Damages, Stickers, Tears, Burns, stains, or unapproved holes; replacement cost of our property that was in or attached to the apartment and is missing; replacing dead or missing smoke alarm(s), cost of cleaning/necessary repairs to re-rent the unit, removal of unauthorized security or alarm devices, removal of abandoned property and/or disposal of trash, any animal related damages, applicable court cost, attorney fees, reletting fee, charge for unreturned keys and other access devices.

Special Management Services

Rose Valley will charge for special services such as responding to lockout calls and providing extra keys. At the time of move-out Rose Valley will charge the resident for each key not returned.

Court Filing, Attorney and Sheriff Fees

Rose Valley will accept fees paid in full from residents who wish to avoid or settle an eviction suit as permitted by state and local laws.

Annual Unit Inspections after Move In

In addition to the unit inspection at move-in, there will also be an annual inspection for repairs and monitoring of housekeeping habits. If a resident is written up for poor housekeeping habits, s/he must clean their unit within ten



(10) days for a re-inspection. If a resident has three (3) unsatisfactory inspections, that result in lease violation may be required to move out.

Annual Recertification Requirements

Once a resident has moved into assisted housing and has gone through the process of having his/her income, assets, and allowances verified, HUD & LIHTC requires Rose Valley Apartment to go through that same process of certification on an annual basis to ensure residents are paying rent based on their ability to pay. This system of annually re-verifying income is called Annual Recertification. Per the HUD Handbook 4350.3 REV-1, owners/management agents are allowed to conduct criminal background checks as part of the recertification process. Rose Valley will be administering criminal background checks during annual recertification. If any criminal activities have been found Rose Valley will require the household to move out within 30 days. Rose Valley will initiate the annual recertification process by first notifying the resident at the signing of each lease of their obligation to recertify next year. One hundred and twenty (120) days before the new recertification effective date, Rose Valley will send the resident a reminder notice of their need to report for an Annual Recertification. The resident is then obligated to respond to these notices by reporting to Rose Valley at the requested time, to complete the recertification process. If the resident does not respond or has not started the recertification process within 60 days prior to his/her recertification date, the resident has waived his/her right to a thirty day notice of rent increase.

Interim Recertification Requirements

If circumstances occur in a resident's life that affect his/her ability to pay their rent, a recertification of income, assets, allowances, or household composition should take place before the next scheduled annual recertification is due. This action is called an Interim Recertification. Owners and residents both have certain responsibilities under HUD regulations to initiate interim re-certifications to ensure that an assisted resident continues to pay rent according to his/her ability to pay.

Owner Responsibility

Rose Valley will process interim re-certifications when the resident reports circumstances which would decrease the rent, as indicated in Chapter 7 of HUD's occupancy handbook, HUD Handbook 4350.3 REV-1.

House Rules

Rose Valley has House Rules that are attached to the Lease. These rules are reviewed annually and may be modified. Residents will be notified of any modifications to the House Rules 30 days before they become effective. All residents will be given the opportunity to accept the changes in writing. If a resident chooses to reject any House Rule changes, she/he will be required to move out of Rose Valley within 60 days.

XIV. Termination

Termination of Tenancy by Owner

Rose Valley will terminate a resident's assistance if:

- The resident fails to provide required information at the time of recertification, including changes in family composition, or changes in income or Social Security numbers for new family members;
- The resident fails to sign/submit required consent and verification forms (HUD-9887 and HUD-9887a);
- An annual or interim recertification determines that the resident has an increased ability to pay the full contract rent;
- The resident fails to move to a different-sized unit within 30 days after Rose Valley notifies him/her that a transfer is required, and that the unit of the required size is available;
- The resident has begun receiving assistance, Rose Valley is unable to establish citizenship or eligible immigration status for any family members from the information provided by the resident, and determines that the resident does not meet the citizenship requirement;
- Actions to terminate assistance will be based only on a change in the resident's eligibility for assistance or a resident's failure to fulfill specific responsibilities under program requirements.
- A student enrolled at an institution of higher education does not meet the eligibility requirements for Section 8 assistance



- The resident does not sign the required HUD-50059 or HUD-50059a form.

Grounds for Termination of Tenancy

Owners are expected to enforce program requirements under the terms of the lease. Rose Valley will enforce the lease and house rules, and if lease obligations are not fulfilled, Rose Valley will initiate termination proceedings to guarantee the other residents' health, safety and peaceful enjoyment of the property. Termination of tenancy is the first step in the eviction process and is often used interchangeable with the term eviction. When terminating tenancy, the owner gives the resident notice to vacate the unit because of a lease violation(s). A resident who fails to vacate the unit after receiving notice from the owner may face judicial action initiated by the owner to evict the resident. The owner may only terminate tenancy for material Non-Compliance, Criminal Activity, Failure to Carry out Obligations under Texas Landlord Tenant Laws and other good cause.

Material Non-Compliance

Owners may terminate tenancy when a resident is in material non-compliance with the lease. Material Non-Compliance includes:

- Failure of the resident to submit, in time all required information of household income and composition (Example: disclosing/verifying required forms of identification and submitting consent forms allowing verification of information regarding the resident's income and eligibility)
- Extended absence or abandonment of the unit as defined in the House Rules for the Community or State/Local Law
- Fraud, which is when a resident knowingly provides inaccurate or incomplete information either at the time of move in or after the residency has been established.
- Repeated minor violations that disrupt the livability of the Community; adversely effects the health or safety of any person, the right of any resident to the peaceful enjoyment of the Community; Interfere(s) with the management of the Community; or have an adverse financial effect on the property
- Nonpayment of rent due under the lease, repayment agreement or any portion thereof.

Criminal Activity

Owners may terminate residency and evict residents for criminal activity by a covered person (a resident, household member guest or other person under the resident's control) If they determine that the covered person has engaged in the criminal activity, regardless of whether the covered person has been arrested or convicted for such activity without satisfying a criminal conviction standard or proof of the activity. Rose Valley may terminate tenancy for any of the following types of criminal activity by a covered person:

- Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents (including property management staff resident on the premises) or
- Illegal drug use. Rose Valley may evict a household if it is determined that a household member is illegally using a drug or when owners determine that a pattern of illegal use of a drug interferes with the health, safety or right to peaceful enjoyment of the premises by other residents.
- Alcohol abuse. Rose Valley may terminate tenancy if it is determined that a household member's abuse or pattern of abuse of alcohol threatens the health, safety or right to peaceful enjoyment of the premises by other residents.
- Fleeing to avoid prosecution, custody or confinement after conviction for a crime, or attempting to commit a crime that is a felony under the laws of the place from which the individual flees, or that, in the case of the State is a high misdemeanor; or
- Violating a condition or probation or parole imposed under federal or state law

Failure to Carry Out Obligations under State and Local Landlord Tenant Law

Rose Valley may terminate tenancy if the resident fails to comply with State and Local Laws regulating the tenancy.

Other Good Cause

Other Good Cause includes:

- Resident refusal to accept an approved modification of the lease

Termination Notice



When an owner terminates tenancy, written notice must be provided to the resident. The notice must reflect the following:

- State the reason for the action with enough detail to enable the resident to prepare a defense;
- Advise the resident that remaining in the unit on the termination date specified in the notice may result in the owner seeking to enforce the termination in court, at which time the resident may present a defense;
- Advise the resident that s/he has 10 days within which to discuss termination of tenancy with the Owner
- When the terminating tenancy for material noncompliance, criminal activity, and failure to comply with state and local landlord tenant laws, the length of the notice period is determined by Texas Law, which provides for a minimum of three (3) days' notice. Notices based upon Other Good Cause must be a minimum of thirty (30) days.

Termination of Tenancy by Resident

In order to terminate tenancy, the resident must provide Rose Valley with a written 30-day notice to vacate the unit as required in the lease.

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Resident Certification

I have read and been offered or received a copy of the Tenant Selection Plan for Rose Valley. I further acknowledge, by signing below that all information provided has been explained and is understood.

Tenant Signature

Date

Tenant Signature

Date

Tenant Signature

Date

Tenant Current Address

Management Representative Signature

Date

Community Name

If you are disabled or have difficulty understanding English, please request our assistance and we will ensure that you are provided with meaningful access based on your individual needs.

UAH Property Management does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. 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)

Rob Dryman

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