Rental Criteria and Applicant Selection Policy

HUD Section 202 Elderly Housing — Project Rental Assistance Contract (PRAC)

Fulton Gardens I &II

1. Purpose

This policy establishes consistent, fair, and nondiscriminatory criteria for evaluating applicants seeking residency at this HUD Section 202 PRAC property. All applications will be processed in accordance with applicable HUD regulations, HUD Handbook 4350.3, the property's Tenant Selection Plan, Fair Housing laws, and other applicable federal and state requirements.

2. Age and Program Eligibility

- At least one adult household member must be 62 years of age or older, consistent with the Section 202 elderly housing program requirements.
- Applicants must satisfy applicable HUD income, household, citizenship or eligible immigration status, Social Security number, and other program eligibility requirements, subject to applicable exceptions.
- Household income must be within the applicable HUD income limits. Section 202 PRAC housing generally serves households with incomes below 40% of Area Median Income (AMI).
- All required income, asset, identity, and eligibility information must be provided and verified before final approval.
- Citizenship Verification requirement,

3. Income and Rent Determination

There is no separate employment-income requirement under this policy. Applicants may qualify using eligible income sources recognized by HUD, including Social Security, pensions, retirement benefits, and other countable income.

Management will calculate the household's rent in accordance with HUD's applicable income and rent-calculation requirements. Applicants will not be rejected solely because they are unemployed or do not meet a conventional market-rate income-to-rent ratio.

4. Rental History and References

Management may review available rental history and contact current or previous landlords to assess an applicant's ability to comply with lease obligations.

Relevant, documented information may include:

- Unpaid rent or documented rental debt.
- Material lease violations.
- Documented property damage beyond ordinary wear and tear.
- Repeated, substantiated disturbances or conduct affecting other residents.
- Failure to comply with applicable occupancy or lease requirements.

Management will consider the reliability, relevance, and circumstances of the information received. Applicants will not be denied based solely on unverified allegations or information applied inconsistently with this policy or applicable law.

5. Credit History

Management may review credit history when permitted by the Tenant Selection Plan and applicable law.

Relevant, documented credit information may be considered when evaluating an applicant's suitability for tenancy. However, **lack of credit history alone will not be a basis for denial**.

Management will not automatically disqualify applicants solely because they have limited credit, receive fixed income, or do not have conventional employment.

6. Criminal Background Screening

Management will conduct criminal background screening as required by HUD and applicable law.

The screening process will include required checks and prohibitions, including applicable requirements involving:

- Individuals subject to a state lifetime sex-offender registration requirement.
- Certain drug-related criminal activity and other criminal activity covered by applicable federal admission prohibitions.
- Other criminal activity where HUD permits screening under a lawful, written policy.

Any additional criminal screening criteria must comply with applicable HUD requirements, Fair Housing laws, and other governing law. Decisions will be based on reliable information and the applicable written standards. Management will not apply unlawful blanket exclusions.

7. Waiting List and Applicant Selection

Applicants will be selected according to the property's approved Tenant Selection Plan, including applicable preferences, bedroom-size requirements, and waiting-list procedures.

Management will document application dates, selection decisions, applicable preferences, and reasons for skipping, withdrawing, or removing applicants as required by HUD and the property's written procedures.

Placement on the waiting list does not guarantee admission or a specific move-in date.

8. Household Composition and Occupancy

Management will determine household eligibility, bedroom size, and occupancy in accordance with HUD requirements, applicable occupancy standards, and the property's approved policies.

Changes in household composition must be disclosed and reviewed as required. Requests for reasonable accommodation, including requests involving occupancy or disability-related needs, will be considered under applicable law.

9. Required Documentation and Verification

Applicants must cooperate with reasonable requests for documentation and verification necessary to determine program eligibility and suitability for tenancy.

Required documentation may include:

- Government-issued identification and age verification.
- Household composition information.
- Income and asset documentation.
- Social Security number and citizenship or eligible immigration status documentation, as applicable.
- Required signed consent forms.
- Rental history and screening information.
- Other documentation required under applicable HUD procedures.

Management will protect applicant information and maintain records in accordance with applicable privacy, security, and record-retention requirements.

Screening costs will not be charged to applicants where prohibited by HUD requirements.

10. Fair Housing and Reasonable Accommodation

Management will process applications without discrimination based on any characteristic protected by applicable federal, state, or local law.

Applicants with disabilities may request reasonable accommodations or modifications as applicable. Management will consider requests individually and will not deny an otherwise eligible applicant solely because a disability requires a reasonable accommodation.

11. Application Denial

An application may be denied when the applicant fails to meet applicable program eligibility requirements or does not satisfy lawful screening criteria established in the property's Tenant Selection Plan.

Management will document the basis for each denial and provide written notification stating the reason for the decision and any applicable opportunity to contest or appeal it, in accordance with HUD requirements and applicable law.

Applicants will be given any required opportunity to provide additional information, correct inaccurate information, or request a review.

12. Consistent Application of Policy

All applicants will be evaluated consistently under this policy and the property's approved Tenant Selection Plan. Exceptions, reasonable accommodations, and other legally required adjustments will be documented appropriately.

This policy must be read together with the property's current Tenant Selection Plan. If any provision conflicts with HUD requirements or applicable law, the governing requirement will control, and management will revise the policy as necessary.

Unit Number: _____

Applicant Name: _____

Applicant Signature: _____

Date: _____

