

TENANT SELECTION PLAN
Hill Country Villas
Revised 1/1/25

(PROVIDE EVERY APPLICANT, ASK THEM TO READ AND SIGN PRIOR TO SUBMITTING A COMPLETED APPLICATION. ATTACH THE ORIGINAL TO APPLICATION AND GIVE THE APPLICANT A COPY. NO APPLICATION FEE WILL BE CHARGED.)

I. PROGRAM ELIGIBILITY

- Household Income (check which one you are interested in):
 - HUD "Section 8" Rental Assistance- Qualified families pay a percentage of income for housing and HUD pays the remainder. The household's income must not exceed the very low (VL) VERY LOW income level for Montgomery County as published annually by HUD. Please note that HUD's EIV (Enterprise Income Verification) database will be utilized to run the Existing Tenant Search when processing an application to determine if any applicant household member may be currently residing and/or receiving assistance through another Multifamily Housing or Public and Indian Housing location.
- Verification of Income
 - (HUD)- Income calculation must include 3 Party Verification of Income and/or secondhand documents if 3rd party is not available, such as paystubs, for two pay periods. All income verification must be collected at move-in and annually, or when a change is reported, resulting in an Interim Certification.
- Verification of Assets- To determine the cash value of assets and income from assets, a statement from the Financial Institution(s) of all assets' values must be collected and dated within the 120 days of the certification. The managing agent may use, in lieu of statements, an Asset Verification form template, if signed by a representative of the location of the asset (e.g. Wells Fargo), and sent and returned via 3rd party. All statements of assets must be collected at move-in and annually.
- Social Security Number:
 1. All family members claiming eligible immigration status and requesting HUD Section 8 assistance regardless of age, must disclose and provide verification of the complete and accurate SSN assigned to each household member. Applicants who have not disclosed and/or provided verification of SSNs for all non-exempt household members have 90 days from the date they are notified to disclose and/or verify the SSNs. During the 90-day period, may 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 should be determined ineligible and remove from the waiting list. The Social Security Number requirements do not apply to persons not claiming eligible immigration status.
 2. When adding a new household member who is under the age of 6 to an existing and or applicant household, the tenant or applicant must disclose and provide the verification of the SSN of the individual to be added within 90 days of adding the new member. An additional 90-day extension must be granted if delays are due to circumstances beyond the family's control.
 3. Applicant's aged 62 or older as of January 31, 2010, whose initial determination of eligibility for assistance was begun before January 31, 2010; for these applicants, if a Social Security Number has never been assigned a certification should be submitted by the applicant certifying that a Social Security has never been assigned. "For these applicants, documentation must be obtained from the owner of the property where the initial determination of eligibility was determined that verifies the applicant's exemption status.
- Age: Applicants must provide evidence of age by presenting a birth certificate or current State issued Identification. All tenants and co-tenants (person signing the lease) must be at least eighteen years of age. (The age restriction does not apply to household members that are not the tenant or co-tenant)

- HUD Release of Information: The Tenant, Co-Tenants, and all adult (18 years old) members of a family receiving rental assistance must sign an authorization of release of information (HUD Form 9887 & 9887-A) prior to being accepted and every year thereafter. Applicant family must understand that all information reported is subject to verification.
- Only Residence (HUD): The unit for which the family is applying must be the family's only residence.
- Agree to Pay Rent: Applicant must agree to pay the rent required by the program under which the family may be receiving assistance.
- Declaration of U.S. Citizenship or Immigration Status: Every household member must sign a declaration of citizenship/immigration status and must submit evidence of citizenship or immigration status. The application will not be considered complete until evidence of citizenship/immigration status is provided.
- Household Size:
 - HUD Assisted Units-Family size should not be less than one person per sleeping room and not more than two persons per sleeping room.
 - Affordable & Market Units- Family size should not exceed two persons per sleeping room.

II. RESIDENT SELECTION CRITERIA:

After an applicant is determined to be eligible for assistance, the applicant family must then meet all the screening criteria for this property. This criteria includes, but is not solely limited to:

- Credit History: Each applicant's credit will be researched through Realpage. A history of not paying rental payments or utilities will be grounds for rejection. Poor credit history is grounds for rejection; however, a lack of credit history is not. Mitigating circumstances- on a case-by-case basis we may waive or modify some criteria requirements based upon our reasonable judgment. For example, the credit history shows unfavorably due to a medical emergency, a contested divorce, etc.
- Rental History: The applicant must have the ability to pay rent and adhere to the lease agreement. Verification of current and prior rental history will be obtained. Having no prior rental history will, however, not be a reason to deny an application. An application will be denied if there is (1) a history of nonpayment of rent (2) a history of poor housekeeping habits that would pose a threat to the property or other residents (3) history of disturbing the neighbors (4) history of violating the terms of previous rental agreements.
- Criminal History: All applicants 18 and older will be subject to a criminal background check, any household member's behavior that is determined to potentially interfere with the health, safety, and right to peaceful enjoyment by other residents will be denied. Alcohol-any household member if there is a reasonable cause to believe that member's behavior, from abuse of pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse. Applicants that have been evicted (within the last 3 years) for drug related activity, or currently engage in use of illegal drugs or are subject to state sex offender lifetime registration requirement will be denied occupancy. Applicants that have a criminal conviction, current indictment or adjudicated sentence for possession, sale, manufacture, or distribution of controlled substances, prostitution, theft, burglary, robbery, fraud, or any crimes involving firearms or crimes against persons or crimes against property MAY be denied occupancy depending upon the seriousness of the offense and the length of time since the conviction.
- Reasons for rejection of an applicant include, but are not limited to:
 1. A record of unfavorable past performance of nonpayment or financial obligations. Past rental history including but not limited to, non-payment of rent, failure to cooperate with applicable re-certification procedures, violations of house rules, violations of lease, history of disruptive behavior and or housekeeping habits.
 2. Termination of assistance for fraud.
 3. Family exceeds occupancy standards for units offered at the property at time of move-in.
 4. Family fails to provide the necessary documentation required to determine eligibility for this program.
 5. Any adult member of the family fails to sign the appropriate consent forms.
 6. Applicants' failure to meet any eligibility requirements or screening criteria listed previously.
- Violence Against Women Reauthorization Act (VAWA): Owner/Agent will comply with the Violence Against Women Act (VAWA). O/A will not deny assistance or admission to any person because that person is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, provided that such person is otherwise qualified for admission. Protections are available to all victims regardless of sex, gender identity, or sexual orientation and will be applied consistent with all nondiscrimination and fair housing requirements. All applicants and tenants will be provided the HUD-5380, "Notification of Occupancy Rights Under the Violence Against Women Act (VAWA)" and HUD-5382, "Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking". HUD-5381, "Emergency Transfer

Plan” and HUD-5383, “Emergency Transfer Request”. If the applicant cannot provide the necessary information, the owner may defer determination of eligibility of assistance until such time as the applicant provides such information.

- HUD Student Restrictions (determines eligibility for assistance):
Owners of developments with HUD funds are required to screen and document student status for each individual(s) the age of 18 and under the age of 24. A student is defined as an individual enrolled, part-time or full-time, at an institution of higher education as defined under the Higher Education Act of 1965 (20U.S.C.1001 and 1002) to obtain a degree, certificate, or other recognized educational credential. If an Individual(s) is enrolled in an institution of higher education, each individual must meet student eligibility requirements in accordance with 24 CFR 5.612. It is a requirement that each part-time and full-time student between the of 18 and under the age of 24: Certify and meet a below exemption in order to receive Section 8 assistance.
 - Student is a veteran
 - Student is a person with disabilities, as such term is defined in section 3(b)(3)(E) of the 1937 Act and was receiving assistance under section 8 of the 1937 Act as of November 30, 2005.
 - Student is married
 - Student has a dependent child
 - Student is a least 24 years old by December 31 of the award year for which aid is sought
 - Student currently lives with their parents who are receiving Section 8 assistance
 - Student’s parents, individually or jointly, are income eligible for Section 8 assistance.
 - Student can demonstrate financial independence from his/her parents for a period of one year prior to the date of application for housing.
 - Student is working on a master’s or doctorate degree program (such as M/A, M.B.B., Ph.D., graduate certificate, etc.)
 - Student is classified as Vulnerable Youth: A student meets HUD’s definition of vulnerable youth when:
 - Student is an orphan, in foster care, or a ward of the court or was an orphan, in foster care, or a ward of a court anytime when the individual was 13 years of age older.
 - Student is or was immediately prior to attaining the age of majority and emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the State of legal residence.
 - Student has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth (as such terms are defined in section 725 of the McKinney-Vento Homelessness Assistance Act), or as unaccompanied, at risk of homelessness, and self-supporting and can be verified by one of the following:
 - A local educational agency homeless liaison designated pursuant to the McKinney-Vento Homeless Assistance Act.
 - The director of a program funded under the Runaway and Homeless Youth Act or a designee of the director
 - The director of a program funded under subtitle B of the title IV of the McKinney-Vento Homeless Assistance Act (relating to emergency shelter grants) or a designee of the director.
 - A financial aid administrator
 - A financial aid administrator can make a document determination by reason unusual circumstances of independence.
Note: If a student does not meet the eligibility criteria above, but can prove independence from parents under HUD rules, the student would meet HUD’s student eligibility criteria
Note: A owner cannot evict or require an ineligible student to move from a unit as long as the student is in compliance with the terms of lease.
Note: If an ineligible student applies for or is a member of an existing household receiving Section 8 assistance, the assistance for the household will not be prorated but will be terminated.

III. GENERAL RULES

- Residents of this property are required to follow lease requirements as well as Community House Rules. Residents and applicants may request a copy at any time. They will sign and acknowledgement of receiving and understanding the Community House Rules upon lease signing. Management will notify in writing 30 days prior to the implementation of any changes to the Community House Rules.
- Pay 1st months rent and security deposit in full prior to taking possession of the apartment.

- Pets: Each household has the right to one pet. Pets must be approved before they are allowed in the unit. Residents must agree to pay the required deposit and must agree to abide by the property's Pet Rules. A copy of the pet rules is available upon request.
- Assistance animals, companion animals, service animals and therapy animals are not considered pets. If an applicant wishes to request an assistance/companion/service/therapy animal, please see management for the process to request a reasonable accommodation.
- Management will perform a housing quality inspection of every unit on a quarterly basis.
- Residents receiving HUD Section 8 assistance are also obligated to report any changes in household Income or family size to the management office within 30 days of the change and cooperate with the management in order to facilitate interim or annual Re-certifications of household assets, income, and family composition.

IV. APPLICATIONS & WAITING LIST:

- Applications will be accepted during normal business hours at the leasing office.
- The same selection procedure will be used for all applicants without regard to race, color, religion, sex, disability status, familial status, or national origin.
- Any application that is not completed and signed will not be considered until such document is complete.
- Rental applications, which do not include phone number, addresses and information for current and prior landlords, creditors, WILL NOT BE PROCESSED.
- Vacant units will be filled in the following manner:
 1. Unit transfer policies, including procedures for selection between applicants on waiting list and current tenants who need:
 - a) A unit transfer because of family size.
 - b) A new unit because of changes in family composition.
 - c) A deeper subsidy (Rent Supplement, RAP, or Section 8 assistance)
 - d) A unit transfer for a medical reason certified by a doctor; or
 - e) A unit transfer based on the need for an accessible unit.
 - f) In-place Transfers (personal request) will be accommodated every third move-In.
 - g) There is a need for a unit transfer of a household that does not require the accessibility features of a unit in which they are living to accommodate a disabled resident/applicant on the waiting list.
 2. New applicants. Vacant units will be offered to approved applicant on the waiting list whose household income falls below the Very-Low Income Limit on a chronological basis (* -See note below regarding ELI applicants)
- This property is committed to make at least 40 percent of the HUD assisted units that become available each year (project's fiscal year) available for leasing to families whose income do not exceed 30 percent of the area median income (extremely low-income) at the time of admission. Compliance will be tracked quarterly. The number of required ELI households required for each new quarter will equal 40% of all new move-ins during the previous quarter or a minimum of one. At the beginning of each quarter, first priority will be given to families on the waiting list that meet the ELI limit until the quarterly requirement is met.
- The waitlist may be closed when the average wait for a specific type of unit becomes excessive (one year or more). Should Bellshire apartments decide to close a waitlist, notification along with the reason will be published in the local newspapers and posted in the leasing office. Upon reopening the waitlist, the same procedures will be used to notify the public that the waitlist has reopened and how and where they may apply.
- The owner of this property does not have any published preferences. However, marketing and outreach will include the special efforts to attract applicants who are least likely to apply and applicants with incomes below the extremely low-income limit, and applicants with incomes below the very low-income limit
- All applicants whose application is rejected will receive notification of the rejection in writing and the reasons for the denial of the application stated. The applicant will be allowed 14 days to dispute the rejection.
- An appeal may be made in writing to Bellshire Apartments 800 Bellshire Dr Conroe, TX 77301.
- The owner may consider extenuating circumstances in the screening process and while evaluating information obtained during this process to assist in determining the acceptability of an applicant for tenancy, provided such considerations are consistent and not discriminatory.
- An interview with the on-site property manager and prospective family is required at the time of the application. The applicant must notify the property if information provided at application has changed. Upon initial occupancy and every re-certification, each family will be given a copy of HUD's "Rights and Responsibilities" brochure and

"HUD's Fact Sheet". When a household member turns 18 between certifications, he/she must sign form HUD 9987/9887A.

V. SECURITY DEPOSIT POLICY:

- Families with HUD Section 8 Assistance- A security deposit in an amount equal to one months Total Tenant Payment (TTP).

VI. FAIR HOUSING AND EQUAL OPPORTUNITY

- It is the policy of Bellshire Apartments to comply with the section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act and other relevant civil rights laws and statues.
- The property will make reasonable accommodations for individuals with handicap or disabilities. Such accommodations may include changes to policy, procedures and structural modifications when necessary to afford equal opportunity for all individuals to participate in this housing program. The Bellshire Apartments will take appropriate steps to ensure effective communication with applicants, beneficiaries and members of the public with disabilities so they may have an equal opportunity to participate in and enjoy the benefits of the program.
- Bellshire Apartments shall not discriminate on the basis of race, color, religion, sex, disability, familial status or national origin.

VII. PRIVACY POLICY:

- It is the policy of Bellshire Apartments to guard the privacy of individuals conferred by the Federal Privacy Act of 1974, and to ensure the protection of records maintained by Bellshire Apartments on such individuals. Therefore, neither Bellshire Apartments nor its agents will disclose any personal information contained in its records to any person or agency unless the individual about whom the information is requested has given written consent to such disclosure.

VIII. VIOLENCE AGAINST WOMEN ACT (VAWA):

- In compliance with HUD Federal Register, Volume 81, No. 221, Wednesday November 16, 2016: Violence Against Woman Act. The Violence Against Women's Act (VAWA) provisions are attached to this Tenant Selection Plan for review and signature by applicant and/or Tenant.

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony 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. An person who knowingly or willingly request, obtains or discloses any information under false pretenses concerning an 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 **208(a)(6),(7) and (8).** Violations of these provisions are cited as violations of 42 U.S.C. Section **408(a) (6), (7) and (8).**

Applicants Signature

Date

Applicants Signature

Date

Applicants Signature

Date