

## APPLICANT SELECTION

As vacancies occur, in-house residents are given preference over other persons on the Waiting List under the circumstances as stated in the “In-House Preference” section. Once this has been determined, other vacancies must be filled with applicants from the current Waiting List.

### **Notifying the Applicant:**

Applicants must always be contacted by telephone **AND** by mail to start the pre-qualifying process. Use form RS-30, “Notice of Status of Application” to notify applicants by mail. Please see below for “Attempts to Contact” and “Applicant Refusal or Withdrawal policies.”

### **Enterprise Income Verification System:**

HUD provides the Owner/Agent with information about an applicant’s current status as a HUD housing assistance recipient. The Owner/Agent will use the Enterprise Income Verification System to determine if the applicant or any member of the applicant’s household is currently receiving HUD assistance.

Nothing prohibits a HUD housing assistance recipient from applying for housing at this property. However, the applicant must move out of his/her current property and/or forfeit any subsidy before HUD assistance at this property will begin. Special consideration applies to:

1. Minor children where both parents share 50% custody.
2. Recipient of HUD assistance in another unit at the property who are moving to establish a new household when other family/household members will remain in the original unit.

If the applicant or any member of the applicant household fails to fully and accurately disclose rental history, the application may be denied based on the applicant’s “misrepresentation” of information.

### **Pre-Qualifying:**

Property Managers should have prescreened (ready to move in) applicants at all times. The number of prescreened applicants should equal the average number of turnovers per month for each bedroom size at the property.

Pre-qualifying includes: credit report(s), police report(s), National Sex Offender report(s), Housing Questionnaire(s); and, verification of all income, assets, allowances, deductions, etc. Picture I/D for all persons 18 and older including emancipated minors; proof of birth for all household members; and proof of Social Security numbers for all household members. See “Screening Processing Policy” for more information regarding rejecting application and other qualifying criteria.

Citizenship eligibility for housing and assistance must also be determined for all household members. Please refer to the “Screening Processing Policy” for more information regarding this matter.

Additionally, student status and eligibility must be determined for all part-time and full-time adult students who are enrolled at an institution of higher education whether they are applying on their own (individually) or are a part of an applicant household. See “Screening Processing Policy” for more information regarding student and household eligibility.

Customized verification forms for all types of income, allowances, etc. along with the instructions are provided in the Management Rental Office to simplify obtaining the appropriate information.

Store each *pre-qualified* applicant’s information in a separate manila file folder and place it in the appropriate “red” hanging file based on bedroom size. The “red” hanging files for *pre-qualified* households will be placed in the front of the “applications” file drawer for easy access.

### **Applicant selection for the next available unit is determined as follows:**

#### **Non-Accessible Units:**

For non-accessible units, applicants are selected for units based FIRST on the preference code assigned (without regard to disability status “D”), and SECOND by the chronological order of the application, taking the oldest first. *Applicants whose household includes a physically disabled person will be offered the option of accepting or rejecting a non-accessible unit as they are selected.*

#### **Accessible Units:**

For accessible units, applicants are selected for units based FIRST on having a household member that is physically disabled (and specifically requires the features available in the unit) which is designated by the type of unit checked on the Waiting List. Selection is made SECOND by the preference code assigned, and THIRD by the chronological order of the application taking the oldest first.

**NOTE:** If there is no disabled household member requiring a fully accessible unit in-house or listed on the current Waiting List of applicants, a non-disabled individual/household may be placed in the unit. The individual/household will be made aware that should a disabled individual/household member require the unit and a non-accessible unit becomes available, they agree to move to the non-accessible unit. Please refer to the “Management Rules” Form RA-2 that is part of the Rental Agreement (lease) and will be discussed at the time of move-in and lease signing.

### **Attempts to Contact:**

As many as **three** attempts, over a **24-hour period**, should be made in order to contact the applicant by telephone. Each attempt should be made at different times of the day or night in order to make contact. These attempts will be documented in writing. A “*Notice of Status of Application*” (RS-30) should also be mailed to the applicant notifying him/her that he/she is near the top of the list and to contact the Management Office immediately. Should there be a unit immediately available; the applicant will be bypassed for this unit. However, the applicant will remain on the top of the Waiting List for the next available unit. If he/she does not respond to the notice on or before the required deadline as stated on the RS-30, the application is removed from the Waiting List. (See notification requirements in the “Waiting List Policy” section).

### **Applicant Refusal or Withdrawal:**

If the applicant voluntarily withdraws his/her application, or refuses the unit offered for any reason **other than the below listed reasons**, the application is removed from the Waiting List. (See notification requirements in “Waiting List Policy” section):

- A verified extreme personal or medical emergency; **or**
- There is an immediate opening for a unit, in less than 30 days, and the applicant must abide by a verified 30-day move-out notice where he/she is currently living; **or,**
- In the event that the unit being offered does not meet the verified specific needs of the household. For example: A household member is physically handicapped and the unit being offered is non-handicapped accessible; or the unit is upstairs the applicant or a household member cannot climb stairs, etc.

If any of the **above** requirements are met, the applicant will remain at the top of the Waiting List for the next available unit. The applicant may refuse an offered unit up to four (4) times under the above circumstances **only**. A “Notice of Status of Application” (RS-30) will be mailed to the applicant to verify his/her Waiting List status.

**HUD Minimum Rent Hardship Exception:**

Should it be determined that the HUD minimum rent of \$25 be charged, ALL resident households *must* be offered the chance to claim a “HUD Minimum Rent Hardship Exception”. Please refer to form TC-50 “HUD Minimum Rent Exceptions” and the form instructions to complete this process. Additional information may be found in the HUD Occupancy Handbook 4350.3 REV-1, Change 3.

**Final Application Processing:**

This means that eligibility for housing has been determined. The applicant has been selected from the Waiting List, notified by *phone* and in *writing* that his/her name is nearing the top of the Waiting List, and has been pre-qualified. The unit number has been assigned, the HUD 50059 certification and HUD Model Lease plus attachments have been completed, monies have been collected and the keys have been given out.