

## APPLICANT SELECTION

As vacancies occur, in-house residents are given preference over persons on the Waiting List under the circumstances as stated above. Once this has been accomplished, other vacancies must be filled with applicants from the Waiting List.

### ***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), residency screening(s); and, verification of all income, assets, allowances, deductions, etc. Picture I/D for all persons 18 and older. This is also required for emancipated minors. Proof of social Security number and proof of birth for all household members will be included.

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

Store each *pre-qualified* applicant's information in a manila file folder, separately, in a RED hanging file, separately, for each bedroom size in the front of the "applications" file drawer.

### ***Notifying the Applicant:***

Applicants must be contacted by telephone AND by mail. Use form RS-30hr, "Notice of Status of Application" to notify applicants by mail.

### ***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 "P"), 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 "P" following the preference code 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 not a disabled household member requiring a fully accessible unit in-house or listed on the current Waiting List of applicants, a non-disabled household may be placed in the unit. The applicant/resident will sign a Lease addendum acknowledging that should a disabled household member require the unit and a non-accessible unit becomes available, he/she/they agree to move to the non-accessible unit. (Note: There is a clause in the USDA-RD Rental Agreement that covers this. This requirement is also mentioned in the RA-2 “Management Rules”.)

**Attempts to Contact:**

As many as **three** attempts via telephone, over a 24-hour period, should be made in order to contact the applicant. Each attempt should be made at different times of the day or night in order to make contact. Also, a *Notice of Status of Application (RS-30hr)* should be mailed to the applicant notifying him/her that he/she is near the top of the Waiting List and to contact the Management Office immediately. Should there be a unit immediately available, the applicant will be by-passed for this unit; however, the applicant will remain at the top of the 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-30hr, the application is removed from the Waiting List. (See notification requirements in Waiting List 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 section)

- An extreme personal emergency; or,
- There is an immediate opening for a unit, in less than 30 days, and the applicant must abide by a 30-day move-out notice where he/she is currently living; or,
- In the event that a household member is physically disabled and the unit being offered is non-accessible.

If any of the above requirements are met, the applicant will remain at the top of the Waiting List for the next available unit. A *Notice of Status of Application (RS-30hr)* will be mailed to the applicant to verify their Waiting List status.

**Final Application Processing:**

The applicant has been selected from the Waiting List, notified that their name is nearing the top of the Waiting List, and pre-qualified. This means that they have completed an “Applicant/Resident Interview” (TC-59a); that credit, police and residency screenings have been completed and approved; that appropriate third-party verification forms have been signed, mailed out or faxed to the verifying parties and returned to Management; and, the “Resident Certification” (TC-59) and the USDA-RD Tenant Certification (3560-8) have been completed and signed.