

Stratford Arms Apartments – Tenant Selection Plan

The project admissions and occupancy policies and procedures and criteria for selecting tenants for occupancy are:

- (1) All applicants will be processed by exactly the same procedures to avoid any possibilities of discrimination.
- (2) No applicant will be processed unless the application for tenancy is completely filled out with no omissions.
- (3) A time is set up for applicants to come in to the office for a personal interview and to begin the paperwork process.
- (4) The applicant must fill out an income/asset statement so the property manager and Housing Specialist can determine all sources of income and all deductions to income.
- (5) The applicants must sign verification release forms for each source of income. The following are the types of verification forms that are used:
 - (a) Bank verification (for checking and savings accounts).
 - (b) Consent for Release information to verify Social Security benefits of Supplemental Security Income (S.S.I.) payments.
 - (c) Fixed income verification (to verify pensions, child support payments, assistance from relatives, disability payments, unemployment payments, veteran's pay or other income other than wages).
 - (d) Declaration of Amount Paid for Child Care (to verify amount paid for child care).
 - (e) In those situations wherein a tenant/applicant declares themselves to be eligible for a handicap/disability deduction, we will ask the Social Security Administration to verify. If no verification can be obtained from Social Security, we will accept the tenant's/ applicant's statement from a qualified professional.
 - (f) Stock dividend verification (to verify the value and income from stocks).
 - (g) Wage earner verification (to verify the wages of anyone who is working).
- (6) EVERYONE IS ALSO REQUIRED TO SIGN a Release of Information Authorization form. This is a blanket authorization that is kept in the file so that the property manager can check on any other suspected sources of income that may not be reported. The original is always kept in the tenant file and copies only are sent along with the other verification forms that request specific information. Additionally, each adult must sign a Wage Matching Consent form which enables us to get employment information from the State Department of Labor.

- (7) All sources of income must be verified through a third party. The verifications are to be mailed directly to the source of the income. **APPLICANTS MAY NEVER HAND CARRY VERIFICATION FORMS TO THE SOURCE OF INCOME OR FOR THE VERIFICATION OF ASSETS.**
- (8) If a third party verification is absolutely not possible, the other acceptable sources of verification are:
- (a) Original documents such as Society Security Award Letters.
 - (b) Copies of checks, bank statements, W-2s, etc.
 - (c) Telephone contact by the manager to the income/asset source obtaining the individual's name and contact telephone number.
- (9) All persons are allowed and encouraged to complete an application for tenancy. All prospective tenants are advised that (1) they must complete the application in full; or (2) if they are placed on the waiting list, they must maintain contact with the property manager every two months to maintain their place on the waiting list. All applicants are advised that they must meet the screening criteria which include:
- a. Must income qualify at or below 50% AMI for Cowlitz County.
 - b. Head of Household must be at least 62 years of age or older.
 - c. Must have good landlord and good housekeeping references.
 - d. Must have good landlord-related credit and be able to demonstrate the ability to pay the rent.
 - e. Must have a good report from a rental screening or credit agency to include criminal background checks. There is a charge to the tenant for the actual cost of this service.
 - f. Must have good personal references from people who are not relatives or, if determined feasible, pass a home visit. Home visits will be conducted whenever proximity allows.
 - g. Must submit a complete application without omissions and attend at least one in-person interview.
 - h. Must be legally responsible to enter a legal contract.
 - i. Must be capable, with or without assistance, to carry out lease requirements,
 - j. Must not be engaging in any illegal activities.

Applications turned in incomplete will not be accepted or, if mailed, will be returned to the applicant at the address given on the application.

If an applicant does not meet any one of the screening criteria, the application will be rejected and the applicant notified by sending a

letter by first class mail and by certified mail to the last known address. The letter will include the information regarding appeal rights.

- (10) All applicants will have all of their references checked by the property manager. A credit check and landlord references might be run on an applicant by an outside agency. They will be screened to see if they can meet the essential lease requirements which are: Can the applicant
- (a) Pay rent and other fair charges in a timely manner;
 - (b) Care for and avoid damaging the unit and common areas, use the facilities and equipment in a reasonable way, avoid creating any health, safety or sanitation hazards, and report maintenance needs;
 - (c) Avoid interfering with the rights and enjoyment of others, and to avoid damaging the property of others;
 - (d) Avoid criminal activity that threatens the health, safety, or rights of others and to avoid drug-related criminal activity; and
 - (e) Comply with necessary and reasonable rules and program requirements of the housing provider, to comply with health and safety codes.

If the applicants qualify in all areas, they are accepted for tenancy and will be provide written notice. If they do not, further investigation and/or conditional acceptance may be required. Denied applicants are sent a notice which informs them of the rejection or ineligibility and that they have the right to appeal.

- (11) HOSWWA staff understands the provisions included in the project lease and how they are applied. Lease provisions, occupancy standards, and admission policies are periodically reviewed in annual management meetings and reviewed with site and office staff by the property managers or Asset Manager.
- (12) Special procedures used in marketing areas that include non-English speaking/reading persons include making available interpreters and translating certain documents into the dominant non-English language. Documents that may be compromised in the clarity of their meaning by being translated will remain in the English language.

I have reviewed and understand the tenant selection plan for occupancy at the Stratford Arms Apartments.