

TENANT SELECTION PROCESS

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SENIOR LIVING EXTRAORDINAIRE

Eldorado is a seven story, low income, (62+) senior housing community, consisting of 21 one bedroom apartments, and 62 studio units. We are located just 5 short blocks from the ocean in beautiful downtown Oceanside California.

Our community stands out from among the rest partially due to our many inviting amenities which include, but are not limited to, a well stocked library, a computer lab with high speed computers, on site laundry facilities, and a fully equipped exercise room, opening into a beautiful recreation/community room featuring an outstanding view of our section of the Pacific Ocean.

We also have limited gated parking, a state of the art emergency call system in both the bedroom and bath areas, as well as an intercom entry system affording our residents protection as well as privacy. Wi-Fi is available in the lounge area, and we provide van service to and from local doctors, as well as grocery shopping.

Residents of our community are offered subsidized rent, meaning the rent that a household pays is calculated at 30% of your income with adjustments for out-of-pocket medical expenses. This being the case, the rent paid by residents may vary.

Eligible applicants are considered in accordance with all admission requirements in the HUD Occupancy Handbook 5350.3 Rev. 1 and the applicable HUD published Income Limits for the area.



The Purpose of the Tenant Selection Process

The Resident Selection Process helps to ensure that residents are selected for occupancy in accordance with HUD requirements and established management policies. Please contact the management office if you need help understanding this document.

- Contacte por favor la oficina de gestión si usted necesita ayuda a comprender este documento. (Spanish)
- Por favor contate o escritório de gerência se deve ajudar entendimento este documento. (Portugese)
- Si vous avez besoin d'aide à la compréhension de ce document, veuillez communiquer avec le Bureau de gestion. (French)
- Souple kontakte Biwo jesyon a si w bezwen ed pou konprann dokiman sa a. (Haitian Creole)
- Xin liên lạc với văn phòng điều hành nếu bạn cần giúp đỡ sự hiểu biết tài liệu này. (Vietnamese)
- Пожалуйста свяжитесь с офисом управления, если Вам нужна помощь в понимании этого документа. (Russian)
- Bitte kontaktieren Sie das Leitungsbüro, wenn Sie helfen müssen, dieses Dokument zu verstehen. (German)
- 請聯絡管理辦公室，如果你需要幫助理解這份文件。(Chinese)
- もしこの文書を理解しているための助けを必要とすれば、経営オフィスと連絡を取ってください。(Japanese)

PROGRAM ELIGIBILITY

Based on federal regulations, the owner/agent may admit only eligible applicants. In the selection of applicants for admission, the following eligibility criteria have been established in accordance with HUD guidelines:

- 1) The household's annual income must not exceed program income limits at move-in
- 2) The head-of-household, co-head-of-household and the spouse (regardless of age) and all adults in each household must sign an Authorization for Release of Information (HUD forms 9887 & 9887A) and owner/agent created income and asset verification

- documents prior to receiving assistance and annually thereafter
- 3) The unit for which the household is applying must be the household's only residence
 - 4) An applicant must agree to pay the rent required by the program under which the applicant will receive assistance
 - 5) Only U. S. citizens or eligible non-citizens may receive assistance
 - 6) Applicants who claim eligible status must disclose Social Security Numbers for all household members and provide proof of the numbers reported
 - 7) The household size must be appropriate for the available apartments
 - 8) All information reported by the household is subject to verification

BUSINESS RELATIONSHIP

The relationship between a landlord (owner/agent) and a resident or a landlord (owner/agent) and an applicant is a business relationship. A courteous and businesslike attitude is required from both parties.

The owner/agent reserves the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, uses discriminatory language, appears to be intoxicated or under the influence of alcohol or drugs, is argumentative, or in general displays an attitude, at any time, which causes the owner/agent or the property staff to believe we would not have a positive business relationship.

If an applicant demonstrates unprofessional behavior in the presence of the management team or other residents/applicants, the applicant, the applicant's family and other members of the applicant's entourage (if applicable) will be required to leave the property and the application will be rejected.

If the applicant or any member of the applicant's family exhibits threatening behavior, appears to be intoxicated or under the influence of alcohol or drugs or

attempts to intimidate the staff, the applicant, the applicant's family and other members of the applicant's entourage (if applicable) will be required to leave the property and the application will be rejected.

If the applicant is not appropriately attired, when visiting the management office, the applicant will be asked to leave. Appropriate attire includes shoes, shirts and appropriate pants, shorts or skirts. Unacceptable attire includes, but is not limited to:

- Pajamas
- Clothing that allows display of foundation garments (underwear)
- Slippers or other footwear designed for the indoors only
- Clothing with inappropriate language or pictures

Employees of the property are not permitted to accept any money, gifts, services or favors connected with the application procedure, criminal or credit checks and/or apartment selection.

WELCOME

ELIGIBILITY OF STUDENTS Enrolled in an Institute for Higher Education Section 8 recipients of the US Housing Act of 1973

Student eligibility is determined at move-in/initial certification and at each annual certification. If the student meets the criteria indicated below, Section 8 shall be provided to any individual who is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized educational credential. If student status changes for an adult during residency, the resident must report the change in student status. Eligibility will be determined to see if the household may continue to receive assistance. Owner's must use, and the student must meet, one or more of the following criteria:

1. Is residing with his/her parents/guardians receiving Section 8 assistance or
2. Is 24 years of age or older or
3. Is a veteran or
4. Is married or
5. Has a dependent child or
6. Is disabled and was receiving Section 8 assistance as of November 30, 2005 or
7. Has parents who, individually or jointly, are eligible, to receive assistance under Section 8 of the United States Housing Act of 1937 (parent meets the low-income limit where the parent lives)
8. Is living independent of his/her parents/guardians
 - A. The individual must be of legal contract age under state law
 - B. The individual must not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations and
 - C. The individual must have established a household separate from parents or legal guardians for at least one year prior to application for occupancy or The individual meets the U. S. Department of Education's definition of an independent student
- (i) Be at least 24 years old by December 31 of the award year for which aid is sought or
- (ii) Be an orphan or a ward of the court through the age of 18 or
- (iii) Be a veteran of the U.S. Armed Forces or
- (iv) Have legal dependents other than a spouse (for example, dependent children or an elderly dependent parent) or
- (v) Be a graduate or professional student or
- (vi) Be married

- vii) Is classified as Vulnerable Youth: A student meets HUD's definition of a vulnerable youth when:
 - A. The individual is an orphan, in foster care, or a ward of the court or was an orphan, in foster care, or a ward of the court at any time when the individual was 13 years of age or older:
 - B. The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual's State of legal residence.
 - C. The individual 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 Homeless Assistance Act) (42 U.S.C. 11431 et seq.), or as an unaccompanied, at risk of homelessness, and self-supporting by:
 - i) A local educational agency homeless liaison, designated pursuant to the McKinney-Vento homeless Assistance Act:
 - li) The director of a program funded under the Runaway and Homeless Youth Act or a designee of the director;
 - lii) The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (relating to emergency shelter grants) or a designee of the director; or
 - lv) A financial aid administrator; or
- 9) The individual is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances. (continued on page 30)



SINGLE RESIDENCE/SUBSIDY CRITERIA



Applicants MUST disclose if they are currently receiving housing assistance

CURRENT STATUS AS A HUD HOUSING RECIPIENT

All Applicants **MUST** disclose if they are currently receiving HUD housing assistance. The owner/agent will not knowingly assist applicants who will maintain a residence in addition to the HUD-assisted unit.

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 (EIV) Existing Tenant Report to determine if the applicant or any member of the applicant household is currently receiving HUD assistance.

Residents can only receive subsidy for one unit/residence at a time. Nothing prohibits a HUD housing assistance recipient from applying to this property. However, the applicant must move out of the current property and/or forfeit any voucher before HUD assistance on this property will begin. Special consideration applies to:

Recipients of HUD assistance in another unit 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.

This information will be reviewed periodically at each annual certification. If any household member receives or attempts to receive assistance in another HUD assisted unit while receiving assistance on this property, the household member will be required to reimburse HUD for assistance paid in error. This is considered a material lease violation and may result in penalties up to and including eviction and pursuit of fraud charges.

If, for any reason, a resident moves in to this property before moving out of another subsidized unit, the new resident will be required to pay market rent until the move out from the previous property is complete and the resident is eligible to receive HUD subsidy for this property. Assistance in the new unit will begin, if the household is still eligible, the day after assistance ends for the previous unit.

Residents can only receive subsidy for one unit/residence at a time. This prohibition does not prevent a person, who is currently receiving assistance, from applying for an assisted unit in another property.

All adults in the applicant household will be required to sign the Dual Subsidy form.



Library in the Mar Vista Building



DISCLOSURE AND VERIFICATION OF SOCIAL SECURITY NUMBERS

All household members receiving HUD housing assistance or apply to receive HUD housing assistance are required to provide a Social Security Number and adequate documentation necessary to verify that number. This rule applies to all household members including live-in aides, foster children and foster adults.

Adequate documentation includes a Social Security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN such as:

- Original Social Security Card
- Driver's license with SSN
- Identification card issued by a federal, State, or local agency, a medical insurance provider, or an employer or trade union
- Earnings statements on payroll stubs
- Form 1099
- Benefit award letter
- Retirement benefit letter
- Life Insurance policy
- Court Records

EXCEPTIONS TO DISCLOSURE OF SOCIAL SECURITY NUMBER

The Social Security Number requirements do not apply to:

- 1: Individuals who do not contend eligible immigration status.
 - When applicants and residents are required to declare their citizenship status, the existing regulations pertaining to proration of assistance or screening for mixed families must continue to be followed. In these instances, the owner/agent will have each resident's Citizenship Declaration on file—whereby the individual did not contend eligible immigration status—to support exception to the requirements to disclose and provide verification of a SSN.
- 2: Individuals age 62 or older as of January 31, 2010, whose initial determination of eligibility was



7th Floor Lounge Scenic View

begun before January 31, 2010.

- The eligibility date is based on the initial effective date of the form HUD 50059
- Documentation that verifies the applicant's exemption status must be obtained from the owner of the property where the initial determination eligibility was determined prior to January 31, 010. This documentation must be retained in the resident file. An owner/agent cannot accept a certification from the application stating they qualify for

the exemption.

- The exception status for these individuals is retained if the individual moves to a new assisted unit under any HUD assisted programs or if there is a break in his or her participation in a HUD housing assistance program.
- If, at the time a unit becomes available, all non-exempt household members have not provided adequate documentation necessary to verify SSNs, the next eligible applicant must be offered the available unit.

Any applicant household member who has not provided required SSN information for all non-exempt household members has 90 days from the date they are first notified that a unit is available to provide documentation necessary to verify the SSNs. During this 90-day period, the household may retain its place on the waiting list. After 90 days, if the applicant is unable to disclose/verify the SSN of all non-exempt household members, the household will be determined ineligible and removed from the waiting list.

SECONDARY VERIFICATION OF THE SSN

Identity Verification pre-screening report

The SSN provided will be compared to the information recorded in the SSA database (through HUD's Enterprise Income Verification System -EIV) to ensure that the SSN, birth date and last name match.

If EIV returns an error that cannot be explained or resolved, assistance and/or tenancy may be terminated and any assistance paid in error must be returned to HUD. If the applicant/resident deliberately provides an inaccurate SSN, the owner/agent and/or HUD may pursue additional penalties due to attempted fraud.