

CITIZENSHIP REQUIREMENTS

CITIZENSHIP/IMMIGRATION STATUS REQUIREMENTS

Applicants are required to declare U.S. citizenship or submit evidence of eligible immigration status for each household member seeking housing assistance. The owner/agent is required to obtain the following:

- 1) Family Summary Sheet (list of all household member who will reside in the unit)
- 2) Citizenship Declaration (for each household member listed on the Family Summary Sheet)
- 3) Forms and/or evidence of citizen/immigration status as required by HUD

Additional information regarding submission and verification of proof of citizenship status or eligible non-citizen status can be found in Appendix B.

If you have any questions or experience difficulty providing the described information or determining the type of documentation required, please contact the management office. If you are unable to provide the required documentation in the timeframe indicated in Appendix B. You must contact the management office and request an extension. If you fail to provide this information in the timeframes described, the owner/

agent cannot provide assistance and the application will be rejected.

The owner/agent will offer the household assistance, providing subsidy to those eligible household members whose documents were received on time, when the following criteria is met:

- 1) At least one member of the household has submitted the required documentation in a timely manner and has been determined to be eligible based on all of the criteria in this Tenant Selection Process
- 2) The household is the next household to be selected from the waiting list

If a household member contends that he/she is not an eligible non-citizen, proof of legal immigration status must be provided. The owner/agent will reject any non-citizen who cannot provide documentation necessary to verify current legal immigration status.

If any household member is determined to be an ineligible non-citizen, either at application or after move-in, assistance and/or tenancy may be terminated or prorated.

INCOME LIMITS (CH 3 SEC 1)



Applicant(s) annual income must not exceed program income limits established by HUD annually. Income limits vary by household size. As of July 1, 2014, the definition of an Extremely Low Income family is now a family whose income does not exceed the higher of:

- The Federal Poverty Level (as specified by the Department of Health and Human Services); or
- 30% of an Area Median Income

Eldorado Church of God is a Section 8 Project

- Low-Income (annual income may not exceed 80% of median income)
- 40% of move-in tenants must be Extremely Low Income

The owner/agent will provide applicants a copy of the income limits for the property area upon request.

In addition:

Applicants can review the income limits by accessing the following web site.

<http://www.huduser.org/datasets/il.html>

Income limits are updated annually (usually by February).

For this property, qualified applicant households meet the following income limit requirements:

Subsidy Type of Income Limit

Section 8 (pre-1981)

- Low,
- Very low, and
- Extremely low-income limit



GYM IN ELDORADO

PROCEDURES FOR ACCEPTING FULL APPLICATIONS

It is the owner/agent's policy to accept and process applications in accordance with HUD handbooks and regulations when applicable. The owner/agent will make a reasonable accommodation to assist in the application process if the applicant or any member of the applicant household is disabled.

The management company requires applicants to provide a government issued photo ID - used for verifying the identity of all applicants - to accompany applications. In some cases and when appropriate, this ID may also be used to verify age and citizen/non-citizen eligibility status.

The management company requires a birth certificate or other documentation that can be used to verify age, citizen/non-citizen eligibility status and relationship to other household members.

All applications can be submitted on site at the property management office. The owner/agent will accept applications via mail, email and fax. The owner/agent will also accept the application in an equally effective format, as a reasonable accommodation, if there is the presence of a disability.

All documents in the Application Package must be **completed in full**, signed and dated in order to be accepted.

Incomplete Application Packages will be returned.

a. Providing the waiting list is not closed, anyone, 62 years or older, who wishes to be admitted or placed on the waiting list must complete an application and submit it to the office at 115 S. Clementine Street, Oceanside, CA 92054. This can be done either in person or by mail or fax. A letter, stating the date and time the application was received, will be sent to the address on the application.

The person who is indicated as the Head-of-Household must execute and sign all documents that are included in the appli-

cation package. Before completing or executing any forms, additional copies should be made for all adult household members.

All adult applicants must complete the application package as instructed. If any household member is not a U. S. Citizen, appropriate immigration documentation must be provide before the applicant eligibility can be determined. Please refer to Appendix B for additional information.

LIVE-IN-AIDE AT APPLICATION TAKING— If the family plans to include a live-in-aide, the live-in aide is not required to sign these forms. Live-in-aides must complete the Live-in-Aide Questionnaire and screening and other O/A verifications that are required. Please contact the management office staff if a live-in aide will be moving in to the unit. The live-in-aide will be required to sign an acknowledgement and does not have right of residency or occupancy if the resident moves out for any reason including death. The live-in-aid has no rights to the unit and will be required to relinquish possession of the unit within a reasonable time as stipulated by management.

b. **PREFERENCES—**Eldorado grants preference to applicants displaced by government action or by a presidentially declared disaster.

Applicants with preferences are selected from the waiting list and receive an opportunity for an available unit earlier than those who do not have a preference.

Assigning preferences to applicants who meet certain criteria is a method intended to provide housing opportunities to applicants based upon household circumstances.

Preferences affect only the order applicants are selected from the waiting list. They do not make anyone eligible who was not otherwise eligible. Preferences are not permitted if they, in any way, in-

OCCUPANCY STANDARDS (CH3 SEC 2)

Guidelines for minimum and maximum number of occupants permitted in each apartment.

Occupancy standards serve to prevent the over-utilization or under-utilization of units that can result in an inefficient use of housing funding. Occupancy standards also ensure that residents are treated fairly and consistently and receive adequate housing space.

A qualified live-in aid will also be considered under these established occupancy standards.

Apartment Size Minimum Maximum

Studio
1 person 2 people

1 Bedroom
2 person 3 person

L-Shape Studio
2 person 3 person

PROCEDURES FOR ACCEPTING FULL APPLICATIONS CONTINUED

terfere with affirmative marketing efforts or fair housing requirements.

VERIFICATION OF DISPLACEMENT The applicant must provide documentation of government displacement or displacement as a result of a presidentially declared disaster. Acceptable documentation includes copies of local government condemnation or displacement notices or government notices indicating that an applicant is eligible for disaster relief benefits. If these documents are not available, a letter (on appropriate letterhead) from a government organization confirming that the applicant is being displaced by government action or a presidentially declared disaster. If written documents cannot be obtained, we may verify the displacement by phone with the local government office, or a disaster relief office, and make a notation in the file as to the date of the oral verification.

c. If the applicant(s) meets the key requirements (age and income limit) and no suitable apartment is available, the applicant(s) will be placed on a waiting list according to the date and time the application was received. An update letter will be mailed out once a year to active waiting list applicant(s). If there is no response to more than two update letters, applications may be removed.

WHEN A REQUEST FOR PREFERENCE IS DENIED

If it is determined that an applicant does not meet the criteria for receiving a preference, the applicant will receive written notice of this determination within ten (10) business days. The notice will contain the reasons for the determination. The applicant has the right to meet with the owner/agent representative to review or appeal the decision.

Gated Community



THE FOLLOWING STANDARDS PROHIBIT ADMISSION OF THOSE WHO HAVE ENGAGED IN DRUG RELATED OR CRIMINAL ACTIVITY

Strict standards for selecting Tenants are a key element of the policy to continue our high standards of living conditions at this development and protect the value of the property. The following screening standards and methods will be applied to all applicant(s), household members added at a later time, and live in aids. They will be employed fairly and consistently in order to determine suitability for this development.

All applicant(s) will fill out a standard application that will include **Criminal & Sex Offender Background Information**. This form obtains information for each city, county, and/or state where the applicant(s) was a resident. The owner will attempt to obtain information that includes an applicant's arrest record, in addition to the conviction record.

1. Demonstrate behavior that is threatening or violent.
2. Show any failure to cooperate with applicable re-certification procedures.
3. Who would be unable to comply with the requirements of the Lease and Rules and Regulations.
4. Whose habits and practices may be expected to have a detrimental effect on other tenants and staff or on the project environment.
5. Termination of assistance for fraud.
6. Any household containing a member(s) who was evicted in the last 5 years from federally assisted housing for drug-related criminal activity. (Exceptions: supervised drug rehabilitation program, circumstances leading to eviction no longer exits)
7. Any member is currently engaged in illegal use of drugs.
8. Any member who is subject to a state sex offender lifetime registration requirement.
9. Any member where there is a reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents.

SCREENING CRITERIA



RENTAL SELECTION CRITERIA

APPLICANT SCREENING CRITERIA

Screening is used to help ensure that households admitted to a property will abide by the terms of the lease, pay rent on time, take care of the property and unit, and allow all residents to peacefully enjoy their homes.

Anyone who wishes to live on the property must be screened prior to moving in. This includes, but is not limited to, live-in aides, security/police officers or additional household members wishing to move-in after the initial move-in. The current screening guidelines in place at the time the new household member applies will be used to determine eligibility for admission.

Screening is performed in a manner that is reasonable, consistent, and complies with fair housing laws.

Rent Paying Habits – The applicant(s) demonstrates good rent paying habits with no more than two (2) payments per year were being made after a grace period, during the last three (5) years, and no legal actions begun for non-payment of rent.

For applicants(s) with no prior history, evidence of meeting other financial obligations will be considered.

The owner/agent will contact the prior property owner/agent (as indicated above) and inquire about the following information:

- 1) Adherence to the Lease & Community Policies
- 2) Compliance with certification reporting requirements
- 3) Rental Payment Performance
- 4) Requirement to Return Assistance Paid in Error due to under-reporting income or un-reported income
- 5) Unit Maintenance
- 6) Presence of Bed Bugs, Head Lice, Roaches or other parasitic infestation
- 7) Record of Disturbing Neighbors
- 8) Complaints

MODIFICATIONS TO HOUSE RULES

House rules are attached to your lease. These rules do not evade or conflict with HUD requirements.

From time-to-time owner/agents will make changes to the House Rules. When changes are made tenants will receive a 60-day written notice prior to implementation of the new house rules. If you do not wish to accept them, you must provide a 30-day Notice to Vacate. This

SCREENING METHOD

A credit report and/or tenant/landlord court history, evictions and judgments references covering a period of a least five (5) years.

Information will be gathered based on the application and information provided through automated eviction databases. If the applicant fails to identify one or more residences where he/she lived in the last five years, the applicant will be rejected.

If any member of the applicant household has been evicted from any property, for lease violations, within the last five years, the application will be rejected.

For negative information, the applicant will be rejected. Negative responses include but are not limited to:

- 1) Failure to comply with the lease
- 2) Failure to fully and accurately report income, new employment or changes in household composition in a timely manner
- 3) Providing false information
- 4) Attempting to receive or receiving HUD assistance in multiple units/homes
- 5) Slow or no response to requests to recertify
- 6) Poor rental payment history (average more than (2) late payments per year, record of bounced checks, any outstanding balance)
- 7) Record of poor unit maintenance or damage
- 8) Presence of parasitic infestation unless the applicant agrees to have all unit contents treated before move-in (owner/agent will arrange for and pay for treatment)
- 9) Complaints from neighbors regarding actions that directly affect the peace and quiet comfort of others living in the community and/or record of actions that interfered with or prevented the previous landlord from effectively managing the property
- 10) A current outstanding balance owed by any household member to a prior landlord
- 11) Failure to execute or pay repayment agreements

is in accordance with HUD model Lease Paragraphs 22. Any resident in the initial first year of tenancy will not be required to accept modifications until the end of the lease term.

SCREENING CRITERIA

SCREENING FOR CREDIT HISTORY

CREDIT HISTORY

The applicant(s) demonstrates good credit history. Rejection is possible if credit reports contain substantive negative information (If other criteria are satisfactory, the applicant(s) is given an opportunity to respond to negative credit reports) without combinations of the following:

- (1) eviction filing or judgments, or left prior housing owing money to landlord,
- (2) chapter 13 bankruptcy with the exception of medical, divorce, death of spouse; civil judgments against the applicant(s) not yet resolved,
- (3) chapter 7 bankruptcy that has not been discharged,
- (4) tax liens that have not been discharged,
- (5) open civil judgments,
- (6) collection account for utilities within the last five-years, two or more credit accounts over 90 days past due; two or more accounts in collection status,
- (7) foreclosures,
- (8) social security number and name that does not match applicant(s).
- (9) outstanding credit obligation exceeds income and affects ability to pay rent

Circumstances will be reviewed and applicant(s) responses considered.

Applicant(s) with a poor credit history will be rejected, but not for a lack of credit history.

SCREENING METHOD

All available credit references are checked without charge to the applicant(s).

The owner/agent reviews each adult applicant's credit history. The owner/agent does not consider medical bills/expenses when reviewing credit history.

The owner/agent will also review utility payment history. If the applicant has more than three late utility payments in the last year the application will be rejected.

Other credit history will be reviewed; the following discoveries will be reason for rejection:

- One or more outstanding judgments in excess of \$1000 within the last three years
- Default on any loan/payment agreement within the last two years
- Overpayment of federal assistance due to misrepresentation and/or fraud

If no credit history is available, the owner/agent will accept a single reference from a person who is not related to the applicant who is a licensed business owner, accredited professional or an employee of an accredited education facility. No additional inquiry will be made.

RENTAL HISTORY

Landlord references covering a period of at least (5) years;

Applicant(s) who have been previously evicted or are currently under eviction will be rejected.

Eviction history will be reviewed to determine if there is any debt owed to a prior landlord. Applicants owing prior landlords will be rejected unless:

- Such debt has been paid or
- Applicant has entered in to a repayment agreement and can demonstrate that payments toward the principal amount(s) have been on time for the most current 6 months