

APPENDIX A—REQUEST FOR REASONABLE ACCOMMODATION OR MODIFICATION

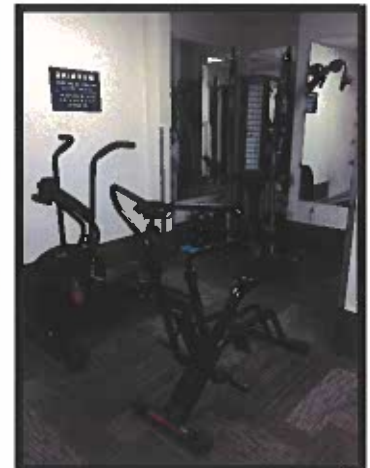
The owner/agent is committed to complying with the Fair Housing Act and Section 504 of the Rehabilitation Act by ensuring that its policies and practices do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities in connection with the operation of housing services or programs solely on the basis of such disabilities.

If an individual with a disability request an accommodation or modification, the owner/agent will fulfill these requests, unless doing so would result in a fundamental alteration in the nature of the program or create an undue financial and administrative burden. In such a case, if possible, the owner/agent will offer an alternative solution that would not result in a financial or administrative burden.

- (1) The owner/agent informs all residents that, at any time, the resident or a person acting on behalf of the resident may make a request for reasonable accommodation or modification for an individual with a disability.
- (2) At the time of application, all applicants are provided with a copy of the Reasonable Accommodation—Modification Policy. This is provided in writing as part of the Application Package, or, upon the applicant's request, the Policy will be provided in an equally effective format.
- (3) All applicants/residents are provided with a Reasonable Accommodation /Modification Request Form when requesting a reasonable accommodation or modification. The request will be accepted in an equally effective format, as a reasonable accommodation, if there is the presence of a disability. A resident or applicant may submit the request in writing, orally, or use another equally effective means of communication to request an accommodation or modification.
- (4) Residents and applicants may contact the management office located within their property for information about requests.
- (5) The owner/agent will provide an initial reply to requests as quickly as possible, but no more than then (10) business days from the receipt of the request unless the owner/agent explains the delay. Response may include but is not limited to:
 - i. Request Approval
 - ii. Request Denial
 - iii. Request for Additional Information or Verification of Need
- (6) The owner/agent will consent to or deny the request as quickly as possible. Unless the own-

er/agent explains the delay, the applicant/resident will be notified of the decision to consent or deny within no more than thirty (30) calendar days after receiving all necessary information and documentation from the resident and/or appropriate verification sources. All decisions to grant or deny reasonable accommodations will be communicated in writing or, if required/requested, in an alternative format. Exceptions to the thirty (30) day period for notification of the owner/agent's decision on the request will be provided to the resident setting forth the reasons for the delay.

- (7) If the request for reasonable accommodation or modification is denied, the requestor has the right to appeal the decision within ten (10) business days of the date of the written notification of denial. The appeal meeting will be conducted by a person who was not originally involved in the decision to deny.



GYM ON 7TH FLOOR
ELDORADO



APPENDIX B—CITIZEN/NON-CITIZEN ELIGIBILITY

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 documents:

- 1) Family Summary Sheet
Lists all household members who will reside in the unit
- 2) Citizenship Declaration
(Each household member listed on the Household Summary Sheet must complete)
- 3) Forms and/or evidence of citizen/immigration status

If you have any questions or difficulty in 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, you must contact the management office and request an extension. If you fail to provide this information, the owner/agent cannot provide assistance.

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

- 1) Assistance/unit is available
- 2) The household has come to the top of the waiting list
- 3) 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 the Tenant Selection Process

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

REQUIRED DOCUMENTATION

The owner/agent must obtain the following documentation for each household member regardless of age:

- From U. S. citizens, a signed declaration of citizenship. The owner/agent requires verification of the declaration, The following documentation will be accepted as proof of citizenship.
 - ___ United States (U.S.) Passport
 - ___ U. S. birth certificate
- From non-citizens claiming eligible status who is 62 or older:
 - ___ A signed declaration of eligible immigration status and
 - ___ Proof of age
 - ___ Birth certificate
- From non-citizens claiming eligible status who is not 62 or older
 - ___ A signed declaration of eligible immigration status and
 - ___ A signed consent form

Detailed information on how and where to apply for a new green card may be obtained by telephoning the INS toll-free number 1-800-755-0777.

- * Form I-551, Alien Registration Receipt Card (for permanent resident aliens);
- * I Form I-94, Arrival-Departure Record, with one of the following annotations:
 - * "Admitted as a Refugee Pursuant to Section 207";
 - * "Section 208" or "Asylum"
 - * "Section 243(h)" or "Deportation stayed by Attorney General"
 - * "Paroled Pursuant to Section 212(d)(5) of the INA"
- * If Form I-94, Arrival-Departure Record, is not annotated, then accompanied by one of the following documents:
 - * A final court decision granting asylum (but only if no appeal is taken);
 - * A letter from an INS asylum officer granting asylum (if application is filed on or after October 1, 1990)
Or from an INS district director granting asylum
 - * A court decision granting withholding or deportation; or
 - * A letter from an asylum officer granting withholding of deportation (if application filed on or after October 1, 1990)
- * Form I-688, Temporary Resident Card, which must be annotated "Section 245A" or "Section 210";
- * Form I-688B, Employment Authorization Card, which must be annotated "Provision of Law 274a.12(11)" or Provision of Law 274a.12"
- * A receipt issued by the INS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and the applicant's entitlement to the document has been verified; or
- * If other documents are determined by the INS to constitute acceptable evidence of eligible immigration status, they will be announced by notice published in the Federal Register.

Non-citizens not claiming eligible immigration status may elect to sign a statement that they acknowledge their ineligibility for assistance.

TIMEFRAMES FOR SUBMITTED EVIDENCE OF CITIZENSHIP/IMMIGRATION STATUS TO THE OWNER/AGENT

Applicants must submit required documentation of citizenship/immigration status no later than the date the owner/agent initiates verification of other eligibility factors (pre-application or application). Owner/agents determine the applicant's citizenship or immigration status during the initial eligibility determination prior to move in.

Appendix B—Citizen/Non-citizen Eligibility (Continued)

If the applicant cannot supply the documentation within the owner/agent's specified timeframe, the owner/agent may grant the applicant an extension of not more than 30 days, but only if the applicant certifies that the documentation is temporarily unavailable and additional time is needed to collect and submit the required documentation. (Although the extension period may not exceed 30 days, the owner/agent may establish a shorter extension period based on the circumstances of the individual case.)

The owner/agent will inform the applicant in writing (or, if required/requested, in an alternative format) if an extension request is granted or denied. If the request is granted, the owner/agent will include the new deadline for submitting the documentation. If the request is denied, the owner/agent will state the reasons for the denial in the response. When granting or rejecting extensions, the owner/agent will treat applicants consistently.

REVIEWING AND VERIFICATION OF A HOUSEHOLD'S CITIZENSHIP/IMMIGRATION STATUS

Owner/agents will conduct primary verification through the (Systematic Alien Verification for Entitlements) SAVE ASVI database—the Department of Homeland Security (DHS) automated system.

After accessing the ASIV database, the owner/agent enters the required data fields. The system will display one of the following messages for immigration status confirmation on the screen.

- * Lawful permanent Resident
- * Temporary Residents
- * Conditional Resident
- * Asylum
- * Cuban/Haitian Entrant
- * Conditional Entrant

SECONDARY VERIFICATION

If the message "institute secondary verification" is displayed on the screen, the manual verification process must be used.

Within 10 days of receiving and "Institute Secondary Verification" response, the owner/agent will prepare DHS Form G-845S, Document Verification Request. The owner/agent will send DHS form G-845S and photocopies of the DHS documents submitted by the applicant to the DHS office serving the property's jurisdiction.

The DHS will return to the owner/agent a copy of DHS Form G845S indicating the results of the automated and manual search.



NOTIFICATION TO APPLICANTS

Owner/agents will notify households in writing that they are:

- ___ Eligible for assistance
- ___ Eligible for partial assistance, as a mixed household

The owner/agent will notify households in writing if they are found to be ineligible based upon citizenship/immigration status.

MIXED HOUSEHOLDS

A mixed household— a household with one or more ineligible household members and one or more eligible household members—may receive:

- * Prorated assistance
- * Continued assistance

APPEALING DETERMINATIONS OF INELIGIBILITY

The owner/agent will notify the household in writing as soon as possible if the secondary verification process returns a negative results.

The household has 30 days from receipt of the notice to choose which option to follow.

The household may appeal the owner/agent's decision directly to the DHS. The household must send a copy of the appeal directly to the owner/agent. The DHS should respond to the appeal within 30 days.

If the DHS decision results in a positive determination of eligibility, the owner/agent can provide the household with housing assistance. If the DHS decision results in a negative determination of eligibility, the household has 30 days to request a hearing with the owner/agent.

PROHIBITION AGAINST DELAY OF ASSISTANCE

Owner/agents may not delay the household's assistance if the household submitted its immigration information in a timely manner but the DHS verification or appeals process has not been completed.

If a unit is available, the household has come to the top of the waiting list, and at least one member of the household has submitted the require documentation in a timely manner and has been determined to be eligible, the owner/agent will offer the household unit and provide full assistance to those household members whose documents were received on time. The owner/agent will continue to provide full assistance to such households until information establishing the immigration status of any remaining non-citizen household member has been received and veri-



APPENDIX C—VERIFICATION OF HOUSEHOLD COMPOSITION

In compliance with HUD’s Rental Housing Integrity Improvement Project (RHIIIP), the owner/agent will make every effort to ensure that the correct assistance is provided to those who seek housing assistance.

One of the key requirements, at application and during residency, is to disclose who will be living in the unit at any given time. It is important to understand the difference between a resident and a guest.

RESIDENT: A resident is any person who is listed on the application, on any Family Summary submitted and on the lease who will reside in the unit.

GUEST: A guest is a person who visits any resident and may stay overnight no more than two weeks in a calendar year without express written consent of the owner/agent.

If the owner/agent suspects that a guest should actually be classified as a resident, the owner/agent will request a meeting with the head-of-household. In accordance with HUD requirements, the resident will have 10 days to meet with the owner/agent. Failure to respond to the request to meet will result in termination of assistance beginning the first of the month following the 10-day notice.

If the owner/agent suspects that a guest is actually living in the unit, the owner/agent will ask for verification of alternative residence. Samples of such verification include one or more of the following:

- Verification with the United States Postal Service that no mail, for the guest, is delivered to the unit address
- A current driver’s license for the “guest” with an alternative address



- current lease indicating an alternative residence
- A current utility bill in the person’s name showing an alternative address
- A current insurance policy or other such invoice/bill showing an alternative address

**Current means issued/created within the last 30 days.*

In addition, the resident, indicated on the lease, must sign a notarized statement confirming that the guest does not violate the guest policy as indicated above and does not reside in the unit.

Live-in Aides:

- Is essential to the care and well-being of the resident
- Is not dependent on the resident for support
- Is only living in the unit to provide essential support

If a resident or applicant requests a live-in aide, the owner/agent is required to verify the need for a live-in aide using third-party verification.

Live-in Aides are required to complete the Live-In Aide Questionnaire. The information on this form will be verified and the prospective live-in aid will be screened in accordance with the Tenant Selection Process in place at the time of the review. The live-in aide will not be screened for the “ability to pay rent” since the live-in aid is not responsible for rent payment.

The live-in aide must be approved and must sign the House Rules and the HUD-approved Live-in Aid addendum before move-in. The owner/agent must sign a revised 50059 before the live-in aid is allowed to move in.

If a live-in aid moves in prior to screening and prior to signing require forms, the owner/agent will issue a notice of material lease violation and may pursue other action including, but not limited to eviction of the live-in aid, termination of assistance and/or termination of tenancy.



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

(continued from page 3)

For purposes of determining the eligibility of a person to receive assistance under Section 8 of the United States Housing Act of 1937, any financial assistance (in excess of amounts received for tuition) that an individual receives under the Higher Education Act of 1965 from private sources or an institution of higher education (as defined under the Higher Education Act of 1965) shall be considered income to that individual, except for:

- 1) If the student is over the age of 23 with dependent children or
- 2) If the student is living with his or her parents who are receiving section 8 assistance

Financial assistance that is provided by persons not living in the unit is not part of annual income if the student meet the Department of Education's definition of "vulnerable youth".

The new Student's Independence Verification Requirements are as follows: (9/2016)

Owner/agents providing Section 8 assistance will verify a student's independence from his or her parents to determine that the student's parents' income is not relevant for determining the student's eligibility for assistance by doing all of the following:

1. Reviewing and verifying previous address information to determine evidence of a separate household or verifying the student meets the U. S. Department of Education's definition of "independent student";
2. Reviewing a student's prior year income tax returns to verify the student is independent or verifying the student meets the U. S. Departments Educations' definition of "independent student"; and
3. Verifying income provided by a parent by requiring a written certification from the individual providing the support. Certification is also required if the parent is providing no support to the student.

Verification of a Student's Independence is not required if the student meets the definition of vulnerable



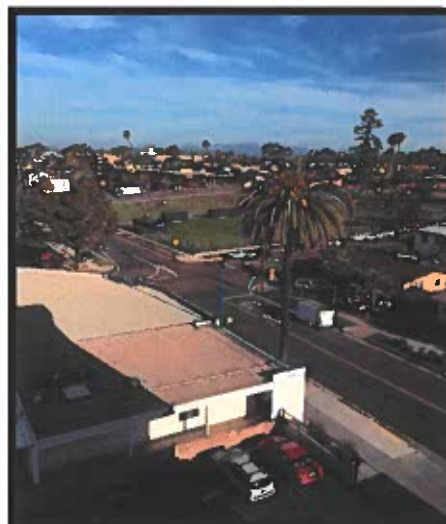
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VAWA UNIT TRANSFER TIMING AND AVAILABILITY

Eldorado cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request.

Eldorado will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. Eldorado may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If Eldorado has no safe and available units for which a tenant who needs an emergency transfer, the Eldorado will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenants request, Eldorado will also assist tenants in contacting local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to the Emergency Transfer Plan for VAWA victims. (HUD-5381 Updated 6/2/2018)



PROTECTIONS PROVIDED BASED ON SEXUAL ORIENTATION, GENDER IDENTITY, OR MARITAL STATUS

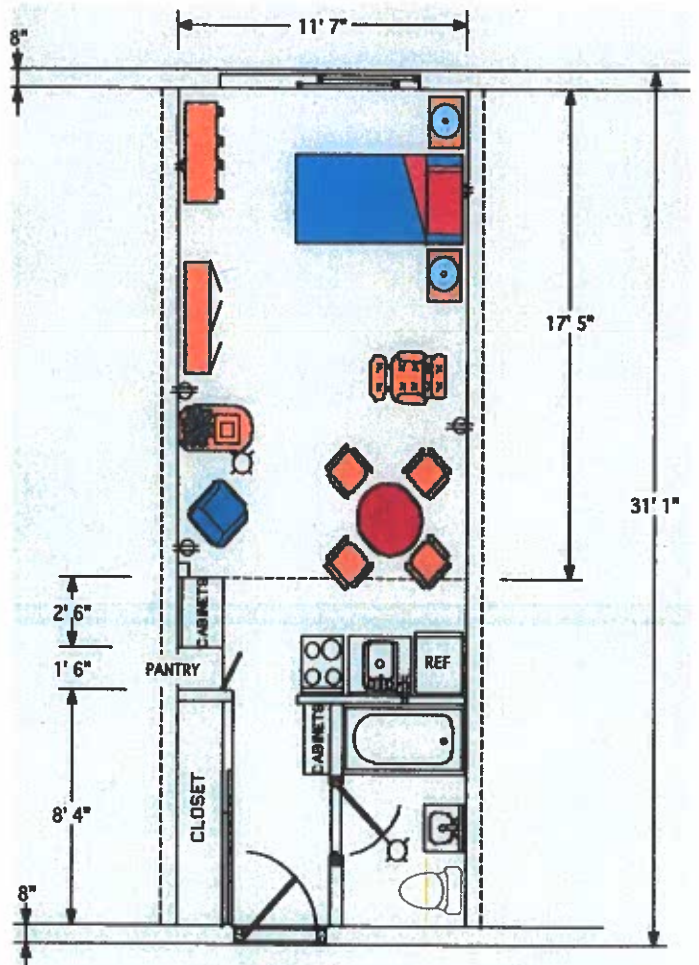
The final rule—Equal access to housing in HUD programs - Regardless of Sexual Orientation or Gender Identity was published in 2012. The owner/agent will comply with the requirements established in the final rule which insures that HUD's core housing programs are open to all eligible persons regardless of sexual orientation, gender identity or marital status.



Eldorado Studio Apartment



Bathroom lighting makes it appear yellow, it is white.



Eldorado
Studio
373 SQ FT

373 Square Feet