

VERIFICATION PROCEDURES



**ELDORADO
RECREATION
ROOM**



- *BEADING
- *INFORMATIONAL SEMINARS
- *DANCING
- *MOVIES
- *POOL TABLE
- *DINNERS
- *BINGO
- *WIFI AVAILABLE

The owner/agent shall obtain verifications in compliance with requirements set forth by the Department of Housing and Urban Development. After the preliminary eligibility determination, no decision to accept or reject an application shall be made until information provided on the application form and during subsequent interviews has been collected and any necessary follow-up interviews have been performed. All information relative to the following items must be verified as described in these procedures:

INFORMATION TO BE VERIFIED

Information to be verified includes, but is not limited to:

- Eligibility for Admission, such as
 - Income
 - Assets and Asset Income
 - Identification
 - Age
 - Household Composition
 - Social Security Numbers
 - Citizenship and/or Legal Status
 - Student Status
 - Current HUD Assistance
- Allowances, such as
 - Age
 - Disability
 - Full Time Student Status
 - Medical Expenses
(For Elderly/Disabled Households Only)
- Compliance with Resident Screening Guidelines, such as
 - Criminal History
 - Credit History
 - Rental/Residence History

METHODS OF VERIFICATION

Verifications will be attempted in the following order:

- Third-party (as appropriate)
- Review of applicable documents

In the absence of any of the above, notarized affidavits from the household member

Each file will be documented, when appropriate, to show that staff attempted to obtain third-party verification before relying on some less acceptable form of information.

SOURCES OF INFORMATION

Sources of information may include, **but are not limited to:**

- Any member of the applicant household
- Present and former housing providers /landlords
- Present and former employers
- Banks
- Insurance Companies
- Any Asset Manager
- Family members
- Any person or organization providing gifts/regular contributions to the household
- Credit Screening providers
- Criminal Screening providers
- Eviction Screening providers
- Social workers/Parole Officers
- Court records
- Drug Treatment Centers
- Health Providers
- Physicians
- Clergy
- Schools/Institutes of Higher Education
- Department of Homeland Security (DHS)
- Department of Health and Human Services (HHS)
- The Internal Revenue Service (IRS)
- The Social Security Administration (SSA)
- Medicare/Medicaid
- Representative of the United States Armed Forces
- Any federal/local benefit providers
- Pharmacies
- Local and non-local law enforcement
- Automated criminal databases

VERIFICATIONS (CONTINUED)

Sexual Offenders registries when available
 The world wide web (internet)

The owner/agent will be the final judge of the credibility of any verification submitted by an applicant. If the owner/agent questions the validity of a document or the validity of information provided, it will be reviewed by management staff and a ruling about acceptability will be made. The owner/agent will continue to pursue credible documentation until it is obtained or the applicant is rejected for failing to produce it.

PERIOD FOR VERIFICATION

Only verified information that is less than 120 days old may be used for verification or recertification. Verified information not subject to change (such as a person's date of birth) will not be re-verified.

CONSENT AND VERIFICATION FORMS

All adult members of a household must sign consent forms and, as necessary, verification documents, so that the owner/agent can verify eligibility and screening criteria. Consent and verification forms protect the rights and privacy of residents and applicants by allowing them to have control over any information collected about them. Each household member age 18 and older and each household head and spouse regardless of age must sign the following forms regardless of whether they report income:

HUD-9887, *Notice and Consent for the Release of Information to HUD and to a PHA*

HUD-9887-A, *Applicant's/Resident's Consent to the Release of Information Verification by Owners of Information Supplied by Individuals Who Apply for Housing Assistance*

All adult members of an applicant or resident household must also sign individual verification forms authorizing the owner/agent to verify household income and other applicable eligibility factors (e.g., disability status).

PROVISIONS FOR REFUSAL TO SIGN

If the applicant or any adult member of the applicant's household, does not sign and submit the consent forms as required in 24 CFR 5.230, the owner/agent must deny assistance and tenancy.

MISREPRESENTATION

Any information, provided by the applicant, that verification subsequently proves to be untrue, may be used to disqualify the applicant because of misrepresentation or attempted fraud. The owner/agent will not take any action to reduce or deny assistance based on inconsistent information received during the verification process until the owner/agent has independently investigated the information. The owner/agent considers false information about the following to be grounds for rejecting an applicant:

- Identity
- Social Security Numbers/Information
- Income
- Assets/Income From Assets
- Household Composition
- Disability
- Birth Date/Age
- Citizenship, Naturalization, And/or Eligible Immigration Status
- Eviction History
- Criminal History
- Sexual Offender Status
- Eligibility For Preferences and Priorities Allowances
- Current/Previous Residence History
- Current Housing Assistance Status As A Student

Unintentional errors that do not cause preferential treatment will not be used as a basis to reject applicants.



MAINTAINING WAITING LISTS

OPENING AND CLOSING WAITING LIST

In order to ensure that applicants on the waiting list are processed in a reasonable amount of time, application taking may be suspended and waiting lists closed, in whole or in part. Opening and closing the waiting list will be based on the number of applications available for a particular size and type of apartment. The waiting list is kept in chronological order which states the date and time the application was added to the waiting list.

If the owner/agent has sufficient applications, and determines that the waiting list exceeds one year, the waiting list may be closed completely. A 30-day Notice announcing that the waiting list is closed or open will be publicly announced in the following manner:

- Local newspapers.
- Flyers distributed in applicable neighborhoods
- Publications described in the AFHMP

Beginning January 1, 2021 we will begin using the lottery method to accept & create our waiting list

We will accept applications for 30 days without doing anything with them. When the waiting list is closed, each application will be numbered and then reviewed for basic eligibility. All applicants will receive a letter stating acceptance or rejection of their application. Eligible applications are added to the waiting list in order.

The waiting list will be open for 30 days, and continue to accept applications by mail for another two weeks, as long as postage date is no later than the date the wait list closed.

For example:

Application can be received in the property drop box, by fax or over the internet.

As applications are received, they are put in an envelope.

When the waiting list is closed, and all applications are received, they are then mixed up & each envelope is numbered.

Once numbered, the envelopes are opened in numerical order. Eligible applicants are then sent a letter of acceptance and added to the waiting list noting the date and time they were added based on the lottery number order.

MAINTAINING THE WAITING LIST



It is the policy of the owner/agent to administer its waiting list as required by HUD handbooks and regulations. The owner/agent will update the waiting list by removing the names of those who are no longer interested in or no longer qualify for Section 8 housing assistance.

The owner/agent will contact applicants on the waiting list annually to determine the applicant's desire to remain on the waiting list.

In addition, the applicant household must contact the property, in writing, if information changes (i.e. number of household members, number of future household members, criminal history, income, etc.).

REMOVAL OF APPLICANTS

The owner/agent will remove an applicant's name from the waiting list when if any of the following apply:

1. Applicant requests that the household name be removed
2. The unit that is needed – using household size as the basis – has changed, and no appropriate size unit exists in the property
3. Applicant fails to meet eligibility requirements
4. Applicant fails to meet screening requirements
5. Applicant is rejected for any reason described in this plan
6. Applicant cannot be contacted by phone (number disconnected or changed) or by U. S. Mail (letters are returned or undeliverable)  
7. Applicant was clearly advised, in writing, of the requirement to tell owner/agent of his/her continued interest in housing by a particular time and failed to do so
8. The owner/agent has notified the applicant of its intention to remove the applicant's name, because the applicant no longer qualifies for HUD Section 8 housing assistance at this property

If an applicant is removed from the waiting list, and subsequently the owner/agent determines that an error was made in removing the applicant, the applicant will be reinstated at the original place on the waiting list.

If an applicant is removed from the waiting list and later, the applicant household feels that they are now qualified for assistance/tenancy, the applicant household must submit a new application. Providing the waiting list is open, the applicant will be placed on the waiting list based on the submission date and time of the application.

FILLING VACANCIES

When an appropriate unit will be available in the near future, the owner/agent will contact the next household on the waiting list and the household members will be required to meet with management for an eligibility interview. No decisions to offer the unit shall be made until all information present by the applicant has been verified and the final eligibility determination is complete.

- a. Applicant(s) will be allowed to refuse one unit. The next unit they are offered must be taken or they

SELECTION CRITERIA

will be removed or moved to the bottom of the list. Management may waive this requirement if the applicant(s) can demonstrate reasons beyond their control for not moving into the unit. Such reasons may include hospitalization or death in the family, etc.

b. The first qualified applicant(s) will be notified of an available unit. The first applicant(s) that can qualify and all documents are in order will receive the unit.

OFFERING AN APARTMENT

When a unit becomes available and eligibility is determined, available units will be offered:

- In writing
- Over the phone
- By email

If the owner/agent is unable to contact the household within **five (5) business days from the date of the letter**, the offer may be cancelled and the apartment will be offered to the next applicant based on the selection criteria described above. Failure to accept the unit will be considered a refusal of the unit offer.

Apartments will be offered in the following order:

- 1) The next household on the waiting list that currently resides on the property and needs a different size unit based on a change in household size and/or composition.
- 2) The next household on the waiting list that currently resides on the property and needs a different unit based on a verified medical need for a different unit.
- 3) The next household on the waiting list that currently resides on the property that no longer requires the accessibility features of the unit in which they are currently living.
- 4) The next household on the waiting list that currently resides in the community that includes an adult household member requesting a separate unit.
- 5) The next applicant household on the waiting list that does not currently reside in the community.

INCOME TARGETING

An extremely low-income household is a household whose annual income is at or below 30 percent of the area median income. As of July 1, 2014 the definition of Extremely Low Income of a 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

No less than 40% of those admitted to Eldorado through the project-based Section 8 program in any fiscal year must be extremely low-income households.

When an apartment is vacated, and if the 40% at 30% of median area income has not been met, the next eligible applicant whose income is within the 30% of median range will be qualified for admission. This may mean that the first applicant(s) on the waiting list will be passed over in order to comply with the rule. At this time, no special selection methods are required to meet the Income Targeting requirements.

The owner/agent is required to monitor compliance throughout the year. If, after periodic review, the owner/agent discovers that the Income Targeting Requirement will not be attained, the owner/agent will only select, in order, those applicants whose income falls within the extremely-low income levels. Once the Income Targeting Requirement is met, the owner/agent will return to the "natural" selection order.

RIGHT TO REFUSAL

The Right to Refusal Policy applies to applicant households and existing residents who have submitted a Unit Transfer Request. They will be offered available units based on the information included in this Tenant Selection Process.

The first time an applicant or resident refuses a unit, the unit will be offered to the next qualified household based on the criteria described above. The applicant or resident will retain the same place on the waiting list. The second time an applicant or resident refuses an offered unit, the household will be removed from the waiting list or they can go to the bottom of the list. After the second time the applicant goes to the bottom of the list and has refused a unit twice, they can no longer go to the bottom of the list and will be removed. Right to refusal policies will be modified in two cases:

- 1) If a disabled applicant or resident is at the top of the waiting list, they will be offered units as they become available regardless of whether they include accessible features. A disabled household has the right to refuse an unlimited number of non-accessible units or units that do not meet specific accessibility requirements.
- 2) If an applicant or resident household with no disabled members is at the top of the waiting list, and there are no disabled households on the waiting list, that household may be offered an accessible unit. An applicant household with no disabled household members has the right to refuse an unlimited number of accessible units or units that do not meet their needs.

CHANGES IN HOUSEHOLD COMPOSITION

ADDING HOUSEHOLD MEMBERS AFTER INITIAL OCCUPANCY

The owner/agent must approve any new household member **before** he/she moves into the unit. Eligibility criteria, screening criteria and compliance with occupancy standards will be reviewed before the new household member is approved or denied.

The proposed new adult household member will be considered an applicant and must participate in the eligibility determination and screening processes described in the current Tenant Selection Process. In addition, the rent payment will be re-calculated to reflect any income or allowances for the new household member. If the rent increases, the increase will take effect the first of the month following delivery of a 30-day notice of change to rent. If the rent decreases, the decrease will take effect the first of the month following the addition of the new household member.

This policy applies to live-in aides as well. Screening criteria will also be applied to live-in aides, except for the criterion regarding credit performance or the ability to pay rent on time because live-in aides are not responsible for rental payments. However, live-in-aides must meet other screening criteria established by the owner/agent. Income and/or allowances received by live-in aids will not be considered.

Failure to notify the owner/agent about changes in household composition within 30 days may result in retroactive rent changes and/or termination of subsidy/tenancy for the entire household. Please contact the owner/agent if you have any questions about this policy.

REMOVING HOUSEHOLD MEMBERS AFTER INITIAL OCCUPANCY

Residents must notify the owner/agent if any household member listed on the lease or on HUD Form 50059 leaves the unit. This notification must occur as quickly as possible but within no more than 30 days.

Upon notice, the rent payment will be re-calculated to remove any income or allowances for the previous household member. If the rent increase, the increase will take effect the first of the month following delivery of a 30-day notice of change to rent. If the rent decreases, the decrease will take effect the first of the month following the removal of the household member.

Failure to provide notice to the owner/agent, within 30 days could result in rent increases retroactive to the first of the month after the household member left. Subsidy paid in error will be returned, as required, to the Department of Housing and Urban Development.

If the resident fails to notify the owner/agent of a change in household composition within 30 days, and that change would result in a rent decrease, the owner/agent will make the decrease effective the first of the month following the notice. No retroactive rent credits will be returned to the resident.

Failure to notify the owner/agent about changes in household composition may result in termination of subsidy and/or tenancy for the entire household. Please contact the owner/agent if you have any questions about this policy.

SECTION 504 , FAIR HOUSING

POLICIES TO COMPLY WITH

SECTION 504 OF THE REHABILITATION

ACT OF 1973, THE FAIR HOUSING ACT AMENDMENTS OF 1988

FAIR HOUSING

We will promote an environment in which individuals of similar income levels in the same housing market area have available to them a like range of choices in housing regardless of race, color, religion, sex, handicap, familial status, or national origin.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The owner/agent complies with Title VI of the Civil Rights Act of 1964 which prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance from HUD.