DUNCAN GREENE COURT
22 PELICAN WAY
SAN RAFAEL, CA 94901
TELEPHONE (415) 258-1800
TDD (800) 735-2929

RESIDENT SELECTION PLAN

Duncan Greene Court is an apartment building for persons with chronic mental illness. Duncan Greene Court consists of 11 units. Duncan Greene Court is located at 410 Mission Avenue in San Rafael, CA and is sponsored by Buckelew Community Housing. Every resident must be a member in good standing of the Marin Assisted Independent Living Program (MAIL) in order to reside at Duncan Greene Court. Residents who no longer suffer from chronic mental illness and are decertified by the program sponsors, Buckelew, or otherwise no longer meet the requirements to continue participation in the MAIL program will be given a 30 day notice to vacate the premises It is the goal of Duncan Greene Court to provide residents with safe, sanitary, and pleasant housing at affordable rents. Duncan Greene Court provides housing for very low income individuals and families, without regard to race, color, sex, creed, religion, national origin, physical or mental disability status, familial status, age, ancestry, marital status, source of income, sexual orientation or any other arbitrary personal characteristics. Duncan Greene Court will make reasonable accommodations to individuals whose disability so require. Reasonable Accommodation Request forms are available upon request from management. Duncan Greene Court is an Equal Opportunity Housing Facility, admitting people in accordance with Local, State and Federal Fair Housing laws.

NON-SMOKING POLICY

Duncan Greene Court is designated as a Non-Smoking property. Smoking is prohibited in all areas of the property including the interior of apartments, all indoor and outdoor common areas on the property.

It is the residents' responsibility to inform their guests of the Non-Smoking Policy. Any violation of the Non-Smoking Policy will be deemed a material breach of the Rental Agreement and grounds for immediate termination of the Lease/Rental Agreement.

Duncan Greene Court's adoption of a Non-Smoking Policy does not make the Owner the guarantor of the resident's health or that the property will be free of smoke but management shall take reasonable steps to enforce this policy.

INCOME LIMITS

To qualify for a unit, household's gross income may not exceed the maximum income limit as adjusted for household size. Units are set aside for household's whose income does not exceed 50% of Area Median Income as published annually by HUD.

APPLICATION PROCEDURES

A waitlist is not maintained at Duncan Greene Court; rather, all residents must be participants in the sponsor's Program for the mentally ill. At a time when an opening becomes available, program staff assesses all participants and determines who would be a successful candidate for living in the Duncan Greene setting. Due to the nature and course of mental illness, it is impossible to predict who will be appropriate for openings prior to the vacancy and therefore do not maintain a waitlist.

Prior to occupancy, candidates are screened by the sponsor for programmatic requirements to ensure that they meet the definition of chronically mentally ill and would be successful in this setting. Once approved by the sponsor, the file is sent to EAH who will in turn screen for criminal background, income qualification, landlord verification and to ensure that the candidate otherwise qualifies under this plan. Each candidate must complete an application and be willing to submit to a credit history, rental history, and criminal background inquiry, as well as income and asset verifications.

All application entries are to be made in ink or typed. Corrections or changes are to be made by lining through the original entry and entering the correct data. Such changes must be dated and initialed by the person

making the change.

Applicant interviews will be held to obtain signed verification forms for all income, asset, and rental history information. All applicants will be required to comply and cooperate with third party verification requirements. It is the applicant's responsibility to provide the information that will enable management to complete and receive the necessary verification in a reasonable time. This will include bringing three months payroll check stubs, bank statements, social security and pension award letters, etc.

PREFERENCES

It is the policy of the Property that a preference does not guarantee admission. Every applicant must still meet the Property's Resident Selection Plan standards for acceptance as a resident.

For units accessible to or adaptable for persons with mobility, visual or hearing impairments, households containing at least one person with such impairment will have first priority for these units and an effort to accommodate these persons by having persons not needing the accessibility features transfer to another unit.

UNIT TRANSFER POLICY

A Unit Transfer List is maintained for those residents who have been approved for transfer on the basis of:

- a change in household size or household composition;
- a medical reason certified by a third party professional;
- a need for an accessible unit.

Transfers for accessibility or medical reasons will have priority over those for changes in household composition. Residents on the Unit Transfer List will have priority over the applicants on the Waiting List.

OCCUPANCY STANDARDS

The maximum number of persons permitted to reside in an apartment is three (3) persons

To determine the proper bedroom size for which a household may qualify, the following household members are to be included:

1. All full-time members of the household, and
2. Live-in attendants.
3. Foster children
4. Unborn children
5. Children in the process of being adopted.

GROUNDS FOR DENIAL

1. Total family income exceeds the applicable income limits published by HUD.
2. Applicant is not a member in good standing of the Marin Assisted Independent Living (MAIL) Program.
3. Applicant does not meet the definition of a person who suffers from chronic mental illness and are not certified by the program sponsors, Buckelew, or otherwise do not meet the requirements to continue participation in the MAIL program
4. Household cannot pay the full security deposit at move-in.
5. Household refuses to accept the second offer of an apartment.
6. Blatant disrespect or disruptive behavior toward management, the property or other residents exhibited by an applicant or family member any time prior to move-in (or a demonstrable history of such behavior)
7. Household fails to respond to interview letters or otherwise fails to cooperate with the certification process. Failure to sign consent forms.
8. ANY adult household member fails to attend eligibility interview.
9. Applicant has failed to provide adequate verification of income or we are unable to adequately verify income and/or income sources.

10. Providing or submitting false or untrue information on your application or failure to cooperate in any way with the verification process.

11. Unit assignment will NOT be the family's sole place of residency. **Qualification for a unit includes occupying the unit on a continuous basis and as a primary residence. Residents may not be absent from the unit for more than 60 consecutive days, or for longer than 180 continuous days for medical reasons.**

LANDLORD REFERENCE

12. Negative landlord references that indicate lease violation, disturbing the peace, harassment, poor housekeeping, improper conduct or other negative references against the household.

13. Evictions reported in the last 5 years.

14. History of late payment of rent that demonstrates more than 2 late payments of rent in a six-month period for the past two years. More than 1 NSF in a one-year period.

15. Any evidence of illegal activity including but not limited to drugs, gang, etc.

16. Applicants or their household member who display hostile, belligerent and or discourteous behavior and or action toward management during the qualification process may have their application rejected.

17. Inappropriate household size for the unit available (see Occupancy Standards).

CREDIT

Please see attached credit criteria.

CRIMINAL

Please see attached criminal background criteria.

GRIEVANCE/APPEAL PROCESS

Failure to meet one or more of the foregoing screening criteria may be grounds for rejection, however, each application is considered as a whole and the above-factors are considered as part of a weighted formula. Should the applicants fail to meet the screening criteria, they will receive a notice in writing indicating that they have the right to appeal the decision. This notice must indicate that the applicant has 14 days to dispute the decision.

An appeal meeting with the Property Supervisor or the Compliance staff will be held within 10 business days of receipt of the applicant's request.

Within five days of the appeal meeting, the property will advise the applicant in writing of the final decision regarding eligibility.

AVAILABILITY OF RESIDENT SELECTION PLAN

The Resident Selection Plan shall be posted in a conspicuous and public area at the site. Copies of the Resident Selection Plan will be made available by request from management.

ANNUAL/INTERIM RECERTIFICATION REQUIREMENTS

All residents must be re-certified annually. Residents paying market rent are not required to re-certify but must submit a current list of household members living in the unit. Residents are also required to report all interim changes to management that occur between annually scheduled re-certifications.

PETS

No pets of any description are allowed on the property. SERVICE or ASSISTANCE animals are not considered pets and are not required to comply with the provisions of the Pet Policy. Service or Assistance animals are those animals specifically required to assist individuals with documented disabilities. Please notify Management if you require a Service or Assistance animal.

EQUAL HOUSING OPPORTUNITY

Duncan Greene Court does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally-assisted programs and activities.

EAH HOUSING
A NON-PROFIT HOUSING CORPORATION

Expanding the range of opportunities for all by developing, managing and promoting quality affordable housing and diverse communities since 1968.
Duncan Greene Court is an equal opportunity housing provider.