EAH HOUSING
A roof is just the beginning

ESTRELLA VISTA

3706 SAN PABLO AVENUE
EMERYVILLE CA 94608
EV-MANANGEMENT@EAHHOUSING.ORG

RESIDENT SELECTION PLAN

3706 San Pablo is an 87-unit affordable housing community in Oakland and Emeryville, CA that provides housing for 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.

REASONABLE ACCOMMODATIONS

Applicants and residents will be informed of their rights to make a reasonable accommodation request at the time of application and throughout tenancy. Notice of Right to Reasonable Accommodation will be posted in the office and residents will receive a copy of the notice at the time of application and each year thereafter during annual recertification. EAH Management will make "reasonable accommodations" to individuals whose disability so require. Reasonable Accommodation Request forms are available upon request from management. 3706 San Pablo is an Equal Opportunity Housing Facility, admitting people in accordance with local, state and federal Fair Housing laws, and in accordance with applicable program regulations of the State of California Tax Credit Allocation Committee, the State of California Debt Limit Allocation Committee, the HOPWA program monitored by Alameda County's Housing and Community Development Department, Affordable Housing Program (AHP), the City of Emeryville loan program and the City of Oakland loan program.

Management staff operates and administers the property to enable persons with disabilities to have equal access to participate in the program. 3706 San Pablo will ensure effective communications with applicants, residents, and the public to ensure that policies regarding how the property is operated do not adversely affect applicants, residents and the public.

When a family member requires an accessible feature(s), policy modification, or other reasonable accommodation to accommodate a disability, 3706 San Pablo will provide the requested accommodation unless doing so would result in a fundamental alteration in the nature of the program or an undue financial and administrative burden.

A reasonable accommodation is a change, exception, or adjustment to a program, service, building or dwelling unit that will allow a qualified person with a disability to:

1. Participate fully in a program;
2. Take advantage of a service; or
3. Live in a dwelling.

To show that a requested accommodation may be necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability.

The requirement to provide a reasonable accommodation is present at all times throughout the tenancy of a person with disabilities, including during lease enforcement. Reasonable

Accommodation Request forms are available upon request from management.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

LeAnn Downing, Compliance Manager
2169 E. Francisco Blvd, Suite B, San Rafael, CA 94901
Telephone 408-675-3229
TDD 800-735-2929

NON-SMOKING POLICY

3706 San Pablo is designated as a Non-Smoking community. 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.

3706 San Pablo' adoption of a Non-Smoking Policy does not make the Owner the guarantor of the residents' 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, the household's gross income may not exceed the maximum income limit per household size and may not be lower than the income minimum[1] per household size. The income maximums and minimums are attached and will be posted in the 3706 San Pablo Office. The income limits are designed to be consistent with the requirements of the financing programs and regulatory agreements governing the property, which for 3706 San Pablo include the California Tax Credit Allocation Committee, the California Department of Housing and Community Development administered Infill Grant and AHSC programs, the California Debt Limit Allocation Committee tax-exempt bond program, the County of Alameda HOPWA program, Affordable Housing Program (AHP), the City of Emeryville loan program and the City of Oakland loan program. Alameda County Housing Authority (HACA) designated project-based Section 8 voucher units will qualify based on the project-based Section 8 voucher income limits.

APPLICATION PROCEDURES

Applications will only be distributed when the Waiting List is open. Applications will not be distributed when the Waiting List is closed.

[1] If annual household income does not meet or exceed the minimum level shown for appropriate household and apartment size, but is not more than 10 percent (10%) less than the minimum, the apartment may be rented if proof is obtained indicating satisfactory and timely rental payment history for the past twelve (12) months in the amount equal to or greater than the rent charged for that unit size.

Applications will be available in the office during normal business hours or by requesting an application by telephone. Application fees are $25.00 per each household member 18 years of age and older. The maximum charge per household is $75.00.

An application fee(s) (per adult to occupy the apartment) is required at the time an application is processed to determine eligibility. A holding deposit of $200 will be collected once a unit is offered. These funds must be in the form of a cashier's check or money order. The holding deposit will be applied to your Security Deposit and or first month's rent if your application is approved and you move-in on your scheduled move-in day. If you rescind your application within three (3) days of the date the holding deposit was paid, your holding deposit will be reimbursed within 21 business days. If you cancel after the initial 3 days for any reason your holding deposit will be forfeited. The application fee is non-refundable.

Each member of the applicant household over the age of 18 must complete an application and be willing to submit to a credit history, rental history, 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.

Completed, signed and dated applications will be processed by lottery at initial lease-up of 3706 San Pablo. ***HACA designated project-based Section 8 voucher units are excluded from the lottery process.*** The application must be completed and signed by the head of household and all household members 18 years of age and older before an applicant can be placed on the waiting list. If an application is not completely answered, the date of it being fully completed will be the date that the application is considered accepted for rental purposes.

If there are not enough applicants in the lottery to achieve full occupancy of the units, management will first process the available applicants in the lottery until the list is exhausted, then reopen the application period and accept new applications until sufficient applications are available to achieve initial occupancy of all units and fill the waiting list with the number of applications in each category of income/size reasonably determined by management to meet vacancy demand for one year. All applicants will go on the waiting list behind all valid applications received prior to the initial application deadline used for the lottery.

INITIAL LEASE-UP AND LOTTERY

Alameda County Housing Authority Designated Project-Based Section 8 Voucher Units

Twelve (12) units will be set-aside (restricted) to eligible households referred by Alameda County Housing Authority. Residents who are approved for a restricted unit will receive project-based assistance and will pay a percentage of their adjusted income towards rent as calculated by Alameda County Housing Authority. 3706 San Pablo will **not** maintain a waiting list for the twelve restricted units. Alameda County Housing Authority will administer the waiting list for the twelve restricted units at initial lease-up and thereafter.

Of the Six (6) units reserved for qualifying developmentally disabled households, five (5) of the units will be leased to qualifying disabled households, without regard to class of disability until HACA allows differentiation of disability, pursuant to the Affordable Housing Covenant benefitting the City of Emeryville. Five (5) will be one bedroom units assisted by Project Based Vouchers provided by the Alameda County Housing Authority.

In addition to meeting the requirements of this Resident Selection Plan, applicants for restricted units will also need to meet the requirements set-forth for the project-based voucher program and attend a Section 8 briefing as set forth by the Alameda County Housing Authority. A separate screening process will be conducted by Alameda County Housing Authority and 3706 San Pablo. Each selected applicant for the restricted units must return a completed and signed application and must participate in the initial certification process to determine move-in eligibility.

3706 San Pablo Waiting List

3706 San Pablo will have **one** waiting list for the **remaining units**. The waiting list will include preference codes for 1) special needs applicants with approved and assigned service providers, 2) applicants with a qualifying disability as defined for the special needs designated units, 3) applicants with disabilities that require units with special design features and 4) applicants who request project-based Section 8 assistance.

All applicants that return a completed and signed application will be placed on the initial waiting list. Applications must be received by the published application due date. Applications received after the due date will not be accepted. Each applicant's application must indicate the size of unit/number of bedrooms required. A preliminary calculation of income will be performed to determine the households Area Median Income (AMI) qualification status.

Each applicant on the electronic waiting list will be assigned a random number. An electronic lottery will be conducted placing each applicant household in waitlist order. EAH, the property management agent for the owner of the 3706 San Pablo project, will perform the lottery at the City of Emeryville, and the Oakland Housing Authority, the City of Oakland and the City of Emeryville will be invited to witness the random lottery and ranking order assignments. A hard copy original (or read-only electronic version) of 3706 San Pablo's waiting list will be kept on file in the office and at the Oakland Housing Authority, City of Emeryville and the City of Oakland.

The final lottery (with preference) will be sorted by preference codes, bedroom size and AMI levels. Households will be selected in Waitlist order for each designated unit type. Applicant households at the top of the Waitlist will be interviewed to determine eligibility. Households that do not meet the eligibility requirement of the Resident Selection Plan will receive a letter of denial for housing. All other applicants will remain on the list until a unit is available and the household reaches the top of the list.

Oakland Housing Authority Designated Project-Based Section 8 Voucher Units

Twenty (20) of the remaining units are reserved for Project Based Vouchers provided by the Oakland Housing Authority.

Two (2) of these twenty PBV units will be designated for applicants with special needs, as set forth below:

- One (1) units will be a four (4) bedroom unit assisted by Oakland Housing Authority PBV and is set aside for a qualifying disabled household without regard to class of disability
- One (1) unit will be a two (2) bedroom unit set aside for a HOPWA-eligible household, as referred by the Aids Project of the East Bay (APEB).

The **twenty (20)** Project Based Section 8 assisted units will be offered to applicants on the Waiting List in lottery order that meet the **20%, 30% and 40% AMI rent and income floating unit income requirements of the cities of Emeryville and Oakland, the County of Alameda, and the California Tax Credit Allocation Committee, and the California Department of Housing and Community Development. Specifically –The 20 PBV units are as follows:**

16 2BR – 3 at 20% AMI and 13 at 30% AMI
4 4BR – 1 at 20% AMI and 3 at 30% AMI

In addition to meeting the requirements of this Resident Selection Plan, applicants for these units will also need to meet the Section 8 eligibility and admission requirements and attend a Section 8 briefing as set forth by the Oakland Housing Authority.

Applicants wishing to be considered for these units MUST indicate their interest on the application and must meet the Resident Selection Criteria. A separate interview may be conducted by the Oakland Housing Authority to determine applicant's eligibility for the Project-based Section 8 units.

PREFERENCES

Every applicant must meet the Property's Resident Selection Plan standards for acceptance as a resident.

For units designed as accessible for persons with mobility, visual or hearing impairments, households containing at least one person with such impairment will have first priority for those units.

HOPWA (Housing Opportunities for Persons With AIDS) program assisted units governed by the Alameda County Regulatory Agreement and Restrictive Covenants will be leased to five (5) qualifying households as defined by that Agreement and federal regulations incorporated by reference therein. Four (4) of these units will be studios and not covered by Project Based Vouchers, one (1) of these will be a Two Bedroom unit whose resident will receive rent subsidies through a Project Based Voucher to be provided by the Oakland Housing Authority.

Six (6) additional units are to be reserved for persons with developmental disabilities. For those units that have Project-Based Section 8 Vouchers available from HACA, the units will be leased to qualifying disabled households, without regard to class of disability until HACA allows differentiation of disability types, pursuant to the Affordable Housing Covenant benefitting the City of Emeryville. All six of these units will be assisted by Project Based Vouchers as follows:
. All six of these units will be assisted by Project Based Vouchers as follows:

5 units	1 Bedroom	Alameda County PHA PBV
1 unit	4 Bedroom	Oakland PHA PBV

Service Provider Preferences: Units required by HOPWA Regulatory Agreement for special needs populations will be reserved for households meeting those requirements, as defined by the City of Oakland and County of Alameda Housing and Community Development.

HOPWA Applicant Process

For HOPWA funded units, potential residents will need to have written verification from a physician that they meet HOPWA's program requirements. During the process of resident screening, the potential resident will need to complete a standardized form that authorizes his/her physician to release of information. Applicants with a HOPWA preference code and applicable, written verification will be selected in lottery order for further processing for the HOPWA designated units.

AIDS Project of the East Bay (APEB) will provide supportive services for the HOPWA residents of 3706 San Pablo. Services will include medical and psychological case management, benefits and income support system, money management, nutritional counseling, and assistance in obtaining other resources and support such as child care services. **Applicants are not required to be a current or future APEB client to be selected for one of the five (5) HOPWA designated units.**

Applicants that indicated on their application a need for a HOPWA designated unit will maintain their original lottery number but may be higher on the waiting list for one of the five (5) HOPWA designated units based on the preference code and lottery position as it relates to other applicants with the same preference code.

All applicants with a preference code for the HOPWA designated units will be processed in lottery order then in waitlist order (after lottery list is exhausted).

EAH will track responses to the special needs questions on the application during the application period. The lottery will be completed for all applicants tracking special needs data and preferences.

General units are filled based on position in the lottery. Units designated for individuals who are HOPWA-eligible and for individuals with disabilities are filled based upon position in the lottery, and certification status. Applicants with equal preference points will be offered a unit based on their position in the lottery.

HOPWA Eligible Households Certification Process:

As part of the certification process, EAH, Inc. will require each applicant that applies for the special needs unit to be certified as eligible according to the service provider's eligibility criteria.

In the event that an applicant who has not been certified as HOPWA eligible expresses interest in a special needs unit, EAH, Inc. shall refer such applicant to APEB for their assistance in determining tenant eligibility.

UNIT TRANSFER POLICY

A Unit Transfer List is maintained for those residents who have been approved for transfer. Assignments of apartments will alternate between residents on the unit transfer list and applicants from the waiting list. With exception that transfers for medical reasons will take priority over applicants and units with features for the disabled will be offered first to those that need these features.

OCCUPANCY STANDARDS

Occupancy standards are the criteria established for matching a household with the most appropriate size and type of apartment. ***Except for HACA, project-based units***, "Two plus one" occupancy guidelines will be followed to avoid under or over utilization of the units as follows:

Bedroom	Household Minimum	Household Maximum
Studio	1	2
1	1	3
2	2	5
3	4	7
4	6	9

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 adoption.

DISCLOSURE OF SOCIAL SECURITY NUMBERS (Section 8 units ONLY)

All applicants for assistance and program participants must disclose the social security numbers (SSNs) assigned to themselves and all members of their household. Exemptions are provided for:

- Non-citizens who do not contend eligible immigration status. Assistance to these household members will be prorated.
- Current participants who are 62 years of age or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010.
    - Qualifying seniors are exempt from the SSN disclosure mandate for all future examinations, even if the senior moves to a new HUD-assisted property.

Documents required in order to verify the SSNs include:

- A valid SSN card issued by the Social Security Administration.
- An original document issued by a federal or state government agency, which contains the name, SSN, and other identifying information of the individual; or,
- Other acceptable documents that are listed in Appendix 3 of the HUD handbook 4350.3.

New household members under the age of 6 who already have a SSN are subject to the same disclosure and verification requirements as new household members who are at least 6 years

of age. For new members who have not been assigned a SSN, a 90-day period for verification is allowed. If the household does not provide the SSN and verification within 90 days due to unforeseen circumstances outside the resident's control, OHA and HACA will grant an extension of one additional 90-day period.

RESTRICTION ON ASSISTANCE TO NON-CITIZENS (Section 8 unit ONLY)

By law, only US citizens and eligible non-citizens are eligible for rental assistance. All family members, regardless of age, must declare their citizenship or immigration status. The following documents are required:

1. Family Summary Sheet and Owner Summary Sheet (lists all household members who will reside in the assisted unit)
2. Citizenship Declaration (Each household member listed must complete. Parents will complete and sign for household members under 18)
3. Forms and/or evidence of citizenship/immigration status.

Applicants that are U.S. Citizens must sign a declaration of citizenship and provide documents as proof of citizenship. Verification of the declarations will be completed. Please refer to the attached "Required Documentation (Citizen and/or Non-Citizen Eligibility)" sheet for a listing of documents that will be accepted.

Applicants that are Non-citizens claiming eligible status must sign a declaration of eligible immigration status, consent form and provide a DHS-approved document. Please refer to the attached "Required Documentation (Citizen and/or Non-Citizen Eligibility)" sheet for a listing of documents that will be accepted.

Non-citizens not claiming eligible immigration status must sign a declaration that they are not claiming eligible immigration status.

The manager is required to verify the validity of documents submitted by the applicant with the Department of Homeland Security (DHS) through their automated verification system. An applicant that provides documentation but is later determined by the DHS to be invalid documentation will have the assistance removed for that household member. Non-citizens age 62 and older must provide proof of age and sign a declaration that they have eligible immigration status.

Mixed families, a family that contains both eligible and non-eligible members may receive prorated assistance. Applicants who hold non-citizen student visas and non-citizens living with the student are considered ineligible for assistance.

Applicants who cannot provide documentation of eligible immigration status at the time of the applicant interview will be given a 14-day period to provide this documentation, if they provide a certification that the documentation is temporarily unavailable. Provided that at least one family member has provided documentation, the family may move in with prorated assistance provided they are otherwise eligible. Families that are found to be ineligible have the right to appeal the decision. The notice of ineligibility will describe the applicants' options.

RESTRICTION ON ASSISTANCE TO STUDENTS (Section 8 only)

Student's eligibility for Section 8 assistance will be determined at move-in, annual recertification, initial certification (when in-place residents begin receiving Section 8), and at the time of an

interim recertification if one of the family composition changes reported is that a household member is enrolled as a student.

A student enrolled in an Institute of Higher Education as defined by the Higher Education Act of 1965-Amended 1998 will be deemed eligible for assistance if the student meets all other eligibility requirements, passes screening criteria and is:

1) Living with parents/guardians or
2) 24 years of age or older or
3) A veteran of the United States armed services or
4) Married or
5) Has a dependent child or
6) Can prove independence of parents including
    a. Providing certification that parents did not claim the student on the most recent tax return
    b. The student has lived separate of the parents for at least one year or the student meets the Department of Education's definition of an independent student.
7) Is disabled and was receiving Section 8 assistance as of November 30, 2005
8) Has parents who are income eligible for the Section 8 program

Any financial assistance a student receives (1) under the Higher Education Act of 1965, (2) from private sources, or (3) from an institution of higher education **that is in excess of amounts received for tuition is included in annual income**, except if the student is over the age of 23 with dependent children or if the student is living with his or her parents who are receiving Section 8 assistance.

If an ineligible student is a member of an applicant household or an existing household receiving Section 8 assistance, the assistance for the household will not be prorated but will be terminated.

VIOLENCE AGAINST WOMEN ACT OF 2005 and 2013

The Violence Against Women Act of 2005 and 2013 (VAWA) applies to project-based Section 8 units (3706 San Pablo) and offers the **following protections against eviction or denial of housing based on domestic violence, dating violence, sexual assault or stalking:**

A. An applicant's or program participant's status as a victim of domestic violence, dating violence, sexual assault or stalking is not a basis for denial of rental assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.

B. An incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking will not be construed as serious or repeated violations of the lease or other "good cause" for terminating the assistance, tenancy, or occupancy rights of a victim of abuse.

C. Criminal activity directly related to domestic violence, dating violence, sexual assault or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for

termination of assistance, tenancy, or occupancy rights of the victim of the criminal acts.

D. Assistance may be terminated or a lease "bifurcated" in order to remove an offending household member from the home. Whether or not the individual is a signatory to the lease and lawful tenant, if he/she engages in a criminal act of physical violence against family members or others, he/she stands to be evicted, removed, or have his/her occupancy rights terminated. This action is taken while allowing the victim, who is a tenant or a lawful occupant, to remain.

E. The provisions protecting victims of domestic violence, dating violence, sexual assault or stalking engaged in by a member of the household, may not be construed to limit 3706 San Pablo, when notified, from honoring various court orders issued to either protect the victim or address the distribution of property in case a family breaks up.

F. The authority to evict or terminate assistance is not limited with respect to a victim that commits unrelated criminal activity. Furthermore, if 3706 San Pablo can show an actual and imminent threat to other tenants or those employed at or providing service to the property if an unlawful tenant's residency is not terminated, then evicting a victim is an option, the VAWA notwithstanding. Ultimately, 3706 San Pablo will not subject victims to more demanding standards than other tenants.

The VAWA protections shall not supersede any provision of any federal, state, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault or stalking. The laws offering greater protection are applied in instances of domestic violence, dating violence, sexual assault or stalking.

GROUNDS FOR REJECTION

1. Total family income exceeds the applicable income limits published by HUD, CTCAC, the City of Emeryville or does not meet the minimum income limit (except for HACA and OHA project-based units).

2. Household cannot pay the full security deposit at move-in.

3. Household refuses to accept the second offer of an apartment.

4. Household fails to respond to interview letters or otherwise fails to cooperate with the certification process. Failure to sign consent forms.

5. ALL adult household members fail to attend eligibility interview.

6. Household is composed entirely of full time students and does not meet the exception outlined in Section 42 of the IRC.

7. Applicant has failed to provide adequate verification of income or we are unable to adequately verify income and/or income sources.

8. Unit assignment will NOT be the family's sole place of residency.

9. Family members, age 6+ failed to provide proof of a social security number or refused to certify that they have never been assigned a number.

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

11. Evictions reported in the last 5 years.

12. 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.

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

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

DENIAL OF ASSISTANCE BY OHA/HACA (Section 8)

1. Any member of the household has been evicted from federally-assisted housing in the last 5 years for drug-related criminal activity.
2. OHA/HACA determines that any household member is currently engaged in the use of illegal drugs.
3. Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing.
4. Any housing member who is subject to a lifetime registration requirement under a state sex offender registration program.

LANDLORD REFERENCE

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

2. Evictions reported in the last 5 years.

3. 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.

4. Any evidence of illegal activity including drugs, gang, etc.

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

CREDIT

6. Unpaid Collections and grossly delinquent due balances exceed $1,500.

7. Record of any un-cleared or non-discharged bankruptcy.

8. Any amount showing owed to a landlord or property management company.

CRIMINAL

Not considered in determining eligibility.

GRIEVANCE/APPEAL PROCESS

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 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. Apartments will not be held for those applicants in the appeal process.

ADMINISTRATION OF WAITING LIST

The property is required to maintain a Waiting List of all eligible applicants. Applicants must be placed on the Waiting List and selected from the Waiting List even in situations where there are vacancies, and the application is processed upon receipt. This procedure is necessary to assure the complete and accurate processing of all documentation for all applicants.

Each property has one Waiting List (per bedroom size) that is established and maintained in chronological order based on the date and time of receipt of the Pre-Application. The Waiting List contains the following information for each applicant:

1. Address and/or Contact Information
2. Phone Number(s)
3. Unit Type/Size
4. Household Composition
5. Preference/Accessibility requirements
6. Income level

Applicants must report changes in writing to any of the information immediately.

Applicants will have the opportunity to decline the first apartment offered and retain their place on the waiting list. Should the applicant decline the offer of the next available unit, they will be removed from the waiting list.

For units required under the HOPWA regulations, EAH will seek referrals directly from the local providers serving HOPWA-eligible persons.

Management will place all service providers' referrals for HOPWA designated units on the Waiting List in chronological order based on the date and time the referred applicant submits a completed application to management even when the Waiting List is closed to the "general public." Management will enter a preference code for the applicant on the Waiting List to indicate a need for a "special needs" unit.

If one of the non-special needs units is available for rent, EAH will offer the unit to the first eligible household on the waiting list, regardless of special needs status. By doing so, special needs households will have access to all units in the project, as required by law.

Conversely, applicants for non-special needs units will have access to all units in the project by having an equal opportunity to access the special needs units. All applicants will be given the option to disclose on the application whether or not they have a qualifying disability (a person with a developmental or mental disability) or a person that qualifies for HOPWA. Applicants that disclose this information will be placed on the Waiting List with a preference code indicating a need for a "special needs" unit. The reserved "special needs" units come with an offer of services from an affiliated social service provider agency.

When special needs units are available for rent, management will alternate the offer of the unit; the first vacant special needs unit (after initial rent-up) will be offered to the eligible special needs household on the waiting list, and the next vacant special needs unit will be offered to an applicant referred directly by the service provider. Written third party verification of special needs status from the participating service provider is required for all eligible households. As subsequent units become available, resident selection continues to alternate between the "referrals" and the "non-referrals" with verified special needs status.

PURGING THE WAITING LIST

The Waiting List will be purged annually. Each applicant will receive a letter from the property, which will request updated information and ask about their continued interest. This letter must be returned within the specified time or their application will be removed from the Waiting List.

OPENING/CLOSING OF WAITING LIST

The methods of advertising used to announce opening and closing of the Waiting List is contained in our Marketing Plan.

AVAILABILITY OF TENANT SELECTION PLAN

The Resident Selection Plan shall be posted in a conspicuous and public area at the site. Changes to the Plan will be sent via U.S. mail to all persons on the active Waiting List. When the Waiting List opens, the Resident Selection Plan will be distributed with applications and are available by request from management.

ANNUAL RECERTIFICATION REQUIREMENTS

All residents must recertify annually. Proposed changes of household composition and student status must be reported to Management immediately.

PETS

Residents are permitted to keep one common household pet in the dwelling unit. The household pet may not exceed 30 pounds and is required to comply with the provisions of the Animal Policy. Management may request a pet deposit. SERVICE or ASSISTANCE animals are not considered pets. 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.

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.
Edgewater Place is an equal opportunity housing provider.