TIBURON HILL ESTATES

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RESIDENT SELECTION PLAN

Tiburon Hills Estates is a 165-unit condominium property in Tiburon, CA. The non-profit corporation EAH manages sixteen (16) units consisting of one, two, and three bedroom units. The office for Tiburon Hills Estates is housed at the office of Cecilia Place Apartments that is located at the above address, a few blocks away from the Tiburon Hills Estates complex. Housing is provided without regard to race, color, sex, creed, religion, national origin, physical or mental disability status, familial status, age, ancestry, marital status, and source of income, sexual orientation or any other arbitrary personal characteristics. Tiburon Hills Estates will make reasonable accommodations to individuals whose disability so require. Reasonable Accommodation Request forms are available upon request from management. Tiburon Hills Estates is an Equal Opportunity Housing Facility, admitting people in accordance with local, state and federal Fair Housing laws, and in accordance with the requirements set forth by the Tiburon Redevelopment Agency.

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* per household size. The income maximums and minimums are attached and will be posted in the office.

**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.*

APPLICATION PROCEDURES

Applications will only be distributed when a vacancy is being advertised. A waiting list is not maintained for Tiburon Hills Estates. Advertisement of the vacancy/upcoming vacancy will be announced through the local housing authority and community resources, such as Craigslist.

Apartments will be assigned in order of application, when multiple applications are received unless the resident has delayed the application process.

Application fees are $25.00 per each household member 18 years of age and older. The maximum charge per household is $75.00.

Each applicant household 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.

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.

Once notification that an application has been approved, the applicant household will have 2 business days to provide a deposit, equal to half of the first month's rent. If the applicant moves into the unit, this money will be applied to applicant's move-in costs. If the applicant does not move in to the unit, this money will be returned to the applicant, minus the cost of holding the unit off the market. The cost will be calculated by multiplying the daily rent amount by the number of days between the applicants agreeing to move in and informing management that the applicant would not be moving in. If the applicant does not provide the deposit management will move on to the next approved application.

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.

UNIT TRANSFER POLICY

A Unit Transfer List is maintained for those residents who have been approved for transfer. Residents on the Unit Transfer List will have priority over the applicants on the Waiting List.

OCCUPANCY STANDARDS

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

Bedroom	Household Minimum	Household Maximum
1	1	3
2	1	5
3	3	7

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

GROUNDS FOR REJECTION

1. Total family income exceeds the applicable income limits published by HUD or does not meet the minimum income limit.

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. ANY adult household member fails to attend eligibility interview.

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

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

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

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.

LANDLORD REFERENCE

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

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

CREDIT

15. Unpaid Collections and grossly delinquent due balances exceed $800.

16. Mortgage default or foreclosure. *In these instances, a preliminary denial letter will be sent to the applicant household. The applicant household will be given 14 calendar days to provide additional information regarding the default and foreclosure. Were an applicant to demonstrate that they defaulted on a subprime loan when the monthly payment adjusted up significantly and if the applicant household's recent credit history is otherwise sound, a subprime default and foreclosure alone would not be cause for a final denial.*

17. Filing of a bankruptcy within the past year.

18. Record of any uncleared or non-discharged bankruptcy.

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

CRIMINAL

20. Conviction of any adult household member of a felony within the past seven years.

21. Conviction of any household member of more than one (1) misdemeanor in the past three (3) years.

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

ADMINISTRATION OF WAITING LIST

No waiting list is maintained for Tiburon Hill Estates.

AVAILABILITY OF RESIDENT SELECTION PLAN

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

ANNUAL RECERTIFICATION REQUIREMENTS

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

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

Tiburon Hills Estates 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 roof is just the beginning

EAH, INC.
A NONPROFIT HOUSING
CORPORATION

Since 1968 Creating Community by
Developing, Managing and Promoting



