



**HAMILTON MEADOWS**  
1455 N. HAMILTON PARKWAY, NOVATO, CA 94949  
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HTH-MANAGEMENT@EAHHOUSING.ORG

## RESIDENT SELECTION PLAN

HAMILTON MEADOWS is an affordable housing community in Novato, CA and 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. HAMILTON MEADOWS will make "reasonable accommodations" to individuals whose disability so require. Reasonable Accommodation request forms are available upon request from management. HAMILTON MEADOWS 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 and the State of California, Department of Housing and Community Development's Multifamily Housing Program (MHP) and the HOPWA program monitored by Marin County's Community Development Department.

### NON-SMOKING POLICY

Hamilton Meadows 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.

Hamilton Meadow'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, 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 HAMILTON MEADOWS Office.

### APPLICATION PROCEDURES

Each applicant must complete an application and be willing to submit to a criminal background inquiry, as well as income and asset verifications. Application fees are \$23.00 per each household member 18 years of age and older. The maximum charge per household is \$138.00.

An Employment Verification fee of \$6.50 will be charged to each adult applicant whose employment income can only be third party verified via The Work Number. Applicants who fail to pay the Employment Verification fee for The Work Number service will be denied due to "failure to cooperate with the certification process."

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.

Signed and dated applications will be processed by service provider referral only. 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 processed. 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.

### PREFERENCES

Hamilton Meadows does not have a public wait list. All applicants must be referred by an approved service provider member of the MCHS.

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.

Units required by MHP and HOPWA Regulatory Agreements to be reserved for special needs populations will be reserved for households meeting those requirements, as defined by the State of California, Department of Housing and Community Development.

The California Department of Housing and Community Development, by the terms of its Multifamily Housing Program (MHP) financing for the Property, requires 20 UNITS (9) in HM 1 AND (11) IN HM2 units to be set aside for special needs households, as defined by MHP rules ("Special Needs units").

TWO (2) units will be reserved for residents that qualify for the HOPWA (Housing Opportunities for Persons With AIDS).

### 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

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 under or over utilization of the units as follows:

Bedroom	Household Minimum	Household Maximum
SRO	1	1
2	2	5
3	4	7
4	4	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.

### VIOLENCE AGAINST WOMEN ACT OF 2013

The Violence Against Women Act ("VAWA") protects victims against eviction or denial of housing based on domestic violence, dating violence, sexual assault and stalking. In 2013, Congress expanded VAWA's housing protections by covering additional federal housing programs, including the Low-Income Housing Tax Credit program ("LIHTC"). VAWA offers the following protections:

1. An applicant's or program participant's status as a victim of domestic violence, dating violence, sexual assault and stalking is not a basis for denial of admission, if the applicant otherwise qualifies for admission.
2. This must support or assist victims of domestic violence, dating violence, sexual assault and stalking. It must protect victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing.
3. An incident or incidents of actual or threatened domestic violence, dating violence, sexual assault and 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.
4. Criminal activity directly related to domestic violence, dating violence, sexual assault and 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.

5. 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.
6. The provisions protecting victims of domestic violence, dating violence, sexual assault and stalking engaged in by a member of the household, may not be construed to limit Hamilton Meadows, 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.
7. The authority to evict or terminate assistance is not limited with respect to a victim that commits unrelated criminal activity. Furthermore, if Hamilton Meadows 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, Hamilton Meadows 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 and stalking. The laws offering greater protection are applied in instances of domestic violence, dating violence, sexual assault and stalking.

The Notice of Occupancy Rights and Certification form will be provided to applicants when assistance is being denied or at the time of move-in.

#### GROUND FOR DENIAL

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. ALL adult household members fail to attend eligibility interview.
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 is composed entirely of full time students and does not meet the exception outlined in Section 42 of the IRC.
8. Applicant has failed to provide adequate verification of income or we are unable to adequately verify income and/or income sources.
9. 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.**
10. Any evidence of current illegal activity including drugs, gang, etc.
11. Providing or submitting false or untrue information on your application or failure to cooperate in any way with the verification process.
12. Inappropriate household size for the unit available (see Occupancy Standards).

#### CREDIT

Not applicable to Hamilton Meadows.

#### CRIMINAL

13. Conviction of any household member of a violent felony (weapons, sexual assault, arson, physical harm etc.) within the past seven (7) years.



14. Household members with non-violent convictions must be active in and/or completed parole or probation. Management, the Service Provider and the candidate must have a candid discussion prior to move-in to acknowledge history and clarify expectations of continued success in parole/probation.

Please see attached criminal background criteria

### 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.

### AVAILABILITY OF TENANT SELECTION PLAN

The Tenant Selection Plan shall be posted in a conspicuous and public area at the site. The Tenant Selection Plan will be distributed with applications and are available by request from management.

### EMPLOYMENT VERIFICATION - THE WORK NUMBER

At **initial move-in** into a tax credit unit, CTCAC policy requires that all resident files contain 3<sup>rd</sup> party verification for all wage earners in the form of a Verification of Employment (VOE) along with **3 months of recent consecutive pay-stubs**. CTCAC requires a Verification of Employment (VOE) for all initial applicants including those wage earners that can only be verified via the Work Number. CTCAC allows owners of the community to **pass on the cost of the verification to the applicant**. This will ensure there is a VOE and pay-stubs for all wage earners at initial move-in, in the resident files as requested by CTCAC.

Applicants with wage earnings that can only be verified via The Work Number **will be charged** the cost to obtain the Verification of Employment (VOE).

During Annual Recertification we are no longer required to supply a VOE from the Work Number, as long as **3 months of recent consecutive pay-stubs are included** in the file. If a resident cannot provide 3 months of consecutive pay-stubs, verification via The Work Number will be required and the cost for the VOE at annual recertification will be passed on the resident.

Residents with earnings that can only be verified via The Work Number because 3 months of recent consecutive pay-stubs could not be provided by the resident will be charged the cost to obtain the Verification of Employment (VOE).

### ANNUAL RECERTIFICATION REQUIREMENTS

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

### UNIT INSPECTION REQUIREMENT



Before signing the lease, Hamilton Meadows and the resident must jointly inspect the unit. The resident has five days to report any additional deficiencies to Hamilton Meadows to be noted on the move-in inspection form.

Annual unit inspections are performed by Hamilton Meadows. Agencies providing funding have the right to inspect the unit to ensure the property is physically well maintained and that the residents are provided with decent, safe and sanitary housing.

Residents will receive prior written notification for all unit inspections.

When a resident moves out, a final inspection will be completed. Residents are encouraged to attend the move-out inspection. However, if the resident does not wish to participate in the final inspection, Hamilton Meadows management may conduct the inspection alone.

### PETS

No pets of any description are allowed on the property.

SERVICE or ASSISTANCE animals required by a resident are not classified as "pets" and therefore are not included in the "Pet Policy". Please notify Management if you require a Service or Assistance animals.

## EAH A NONPROFIT HOUSING CORPORATION

Creating community by developing, managing and promoting housing since 1968.

Hamilton Meadows is an equal opportunity housing provider



## HAMILTON MEADOWS PHASE I

Normal Applications		Importance
<b>Ability to Pay Rent</b>		
Minimum monthly gross income-to-rent ratio = 2.5 <small>Assets may not contribute to the qualifying income</small>		Extremely
Monthly minimum net income (after rent and debt obligations) should exceed a fixed amount: \$1,000.00		Extremely
<b>Credit History</b>		
Maximum percentage of past due negative accounts: number of derogatory accounts: 25.0%		Moderately
Maximum balance of unpaid collections (includes past due accounts): \$1,000.00		Moderately
Bankruptcy permitted: More than 3 years ago		Very
<b>Residency History</b>		
No landlord tenant court records or unpaid landlord collections: Any number ever		Pass/Fail
<b>Criminal History: Felony Convictions</b>		
Total Considered Felony Convictions	No more than 2	Pass/Fail
Alcohol	No more than 2 ever	Pass/Fail
Bad Check	None ever	Pass/Fail
Criminal - Other	No more than 2 ever	Pass/Fail
Drug - Manufacturing/Distribution	None ever	Pass/Fail
Drug - Meth Manufacturing	None ever	Pass/Fail
Drug - Use	No more than 2 ever	Pass/Fail
Fraud	None ever	Pass/Fail
Government Obstruction	None ever	Pass/Fail
Kidnapping	None ever	Pass/Fail
Motor Vehicle	No more than 2 ever	Pass/Fail

Property - Destruction Related	None ever	Pass/Fail
Property - Other	None ever	Pass/Fail
Property - Theft Related	None ever	Pass/Fail
Prostitution	None in the last 10 years	Pass/Fail
Sex Offense - Coerced	None ever	Pass/Fail
Sex Offense - Willful	None ever	Pass/Fail
Society - Other	No more than 2 ever	Pass/Fail
Violent - Fatal	None ever	Pass/Fail
Violent - Non-Fatal	None ever	Pass/Fail
Weapons	None ever	Pass/Fail
Drug - Marijuana Use	-	Not Considered
License	-	Not Considered
Wildlife	-	Not Considered
<b>Criminal History: Misdemeanor Convictions</b>		
Total Considered Misdemeanor Convictions	No more than 2	Pass/Fail
Bad Check	No more than 1 ever	Pass/Fail
Criminal - Other	No more than 1 ever	Pass/Fail
Drug - Manufacturing/Distribution	No more than 1 ever	Pass/Fail
Drug - Meth Manufacturing	No more than 1 ever	Pass/Fail
Drug - Use	No more than 1 ever	Pass/Fail
Fraud	No more than 1 ever	Pass/Fail
Government Obstruction	No more than 1 ever	Pass/Fail
Kidnapping	No more than 1 ever	Pass/Fail
Property - Destruction Related	No more than 1 ever	Pass/Fail
Property - Other	No more than 1 ever	Pass/Fail



Property - Theft Related	No more than 1 ever	Pass/Fail
Prostitution	No more than 1 ever	Pass/Fail
Sex Offense - Coerced	No more than 1 ever	Pass/Fail
Sex Offense - Willful	No more than 1 ever	Pass/Fail
Society - Other	No more than 1 ever	Pass/Fail
Violent - Fatal	No more than 1 ever	Pass/Fail
Violent - Non-Fatal	No more than 1 ever	Pass/Fail
Weapons	No more than 1 ever	Pass/Fail
Alcohol	-	Not Considered
Drug - Marijuana Use	-	Not Considered
License	-	Not Considered
Motor Vehicle	-	Not Considered
Wildlife	-	Not Considered
May not be a registered sex offender		Not Considered

The credit decision settings above are configured by the property manager. Based on these settings and other credit data, On-Site Manager, Inc. will calculate a score between 0 and 10 for the application. This score describes the degree to which the applicant meets the criteria. The meaning of the scores is described below:

Score	Recommendation	Explanation
0.0 - 4.9	Decline	Fails to meet the credit decision settings above.
5.0 - 6.9	Maybe	Fails to meet the credit decision settings above.
7.0 - 10.0	Accept	Meets or exceeds credit decision settings above. Please Note: Guarantors must qualify unconditionally (a score of 7.0 or higher).