RESIDENT SELECTION PLAN

Haynes Apartments, a three (3) unit housing community in Van Nuys, CA, provides market rate housing to 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.

The community consists of one (1) two-bedroom, one (1) three-bedroom and one (1) four-bedroom apartments. One hundred percent (100%) of the units are market rate rentals.

Haynes Apartments will make reasonable accommodations to individuals whose disability so require. Reasonable Accommodation Request forms are available upon request from management. Haynes Apartments is an Equal Opportunity Housing Facility, admitting people in accordance with local and state Fair Housing laws.

INCOME LIMITS

One hundred percent (100%) of the units are market rate units and are made available to households that earn a minimum of 2.5 times the asking rent for monthly income. The minimum income requirement is not applicable to households who receive subsidy through a rent subsidized program.

APPLICATION PROCEDURES

Applications will be available in the office during normal business hours or by requesting an application by telephone. Application fees are $46.00 per each household member 18 years of age and older. The maximum charge per household is $138.00.

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. 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. If you cancel after the initial 3 days for any reason your holding deposit will be forfeited. The application fee is non-refundable.

Each applicant must complete an application and be willing to submit to a credit history, rental history, and criminal background inquiry, as well as income verification(s).

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 on a first-come, first-served basis.

The application must be completed and signed by the head of household and all household members 18 years of age. If an application is not completely answered, the date of it being received once fully completed will be the date that the application is considered accepted for rental purposes.

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, special needs, 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 on the basis of a medical reason certified by a third
party professional. 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. The following
occupancy guidelines will be followed to avoid under or over utilization of
the units as follows:

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<th>Bedroom</th>
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To determine the proper bedroom size for which a household may qualify,
the following household members are to be included:
All full-time members of the household, live-in attendants, foster children,
unborn children and children in the process of adoption.

**GROUNDS FOR DENIAL**

1. Total family income does not meet the minimum income limit.
2. Household cannot pay the full security deposit at move-in.
3. Household fails to participate in the screening process or fail to
meet the resident selection criteria.
4. 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).
5. Applicant has failed to provide adequate verification of income or
we are unable to adequately verify income and/or income sources.
6. Providing or submitting false or untrue information on your
application or failure to cooperate in any way with the verification
process.

**LANDLORD REFERENCE**

7. Negative landlord references that indicate lease violation,
disturbing the peace, harassment, poor housekeeping, improper
conduct or other negative references against the household.
8. Evictions reported in the last 5 years.
9. 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.
10. Inappropriate household size for the unit available (see Occupancy
Standards).

**CREDIT**

Please see attached credit criteria.

** Applicants without a credit history will fail OnSite’s “Income to Debt
Ratio” criteria and their application will be denied for housing (not
applicable to residents who receive subsidy through a rent subsidized
program).

**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 denial, 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 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.

**UNIT INSPECTION REQUIREMENT**

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

Annual unit inspections are performed by Haynes Apartments. 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, Haynes Apartments management may conduct the inspection alone.

**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**

Haynes Apartments, 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.