



D.E. THOMPSON VILLAGE
91-1295 Renton Road
Ewa Beach, HI 96706
 PHONE / FAX: (808) 681-4960 TDD
 (877) 447-5991
DET-management@eahhousing.org

RESIDENT SELECTION PLAN

D.E. Thompson Village is an 84 apartment United States Department of Agriculture (USDA) Rural Development (RD), Section 515 community in Ewa Beach that will provide affordable housing units for elderly households 62 years of age or older or disabled adult 18 years of age or older with income at or below 50% of the Area Median Income (AMI) limit. The property consists of 84 one-bedroom apartments. The property will provide rental housing without regard to race, color, sex, creed, religion, national origin, physical or mental disability status, familial status, age, ancestry, marital status, sexual orientation or HIV status. D.E. Thompson Village will make reasonable accommodations to individuals whose disability so requires. Reasonable Accommodation Request forms are available upon request from management.

D.E. Thompson Village is an Equal Opportunity Housing Facility, admitting people in accordance with Local, State and Federal Fair Housing laws, the Low-Income Housing Tax Credit program (LIHTC) and the USDA Rural Development, Section 515 program.

INCOME LIMITS

To qualify for a unit, the household’s adjusted income may not exceed the maximum income limit per household size as established annually by the USDA Rural Development program and the IRS Low Income Housing Tax Credit program.

PRIVACY POLICY

It is the policy of D.E. Thompson Village to guard the privacy of individuals conferred by the Federal Privacy Act of 1974, and ensure the protection of such individuals’ records maintained by D.E. Thompson Village.

Therefore, neither D.E. Thompson Village nor its agents shall disclose any personal information contained in its records to any person or agency unless the individual about whom information is requested shall give written consent to such disclosure.

This privacy policy in no way limits D.E. Thompson Village’s ability to collect such information as it may need to determine eligibility, compute rent, or determine an applicant’s suitability of tenancy.

Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained on disability will be treated in a confidential manner.

SECTION 504 AND FAIR HOUSING ACT COMPLIANCE

It is the policy of the D.E. Thompson Village, to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and any legislation protecting the individual rights of residents, applicants or staff which may subsequently be enacted.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The Fair Housing Act prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability and familial status. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in any program or activity receiving federal financial assistance.



The Project will seek to identify and eliminate situations or procedures, which create a barrier to equal housing opportunity for all. Management staff operates and administers the property to enable persons with disabilities to have equal access to participate in the program. D.E. Thompson Village 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, D.E. Thompson Village 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.

D.E. Thompson Village may perform structural modifications to units and common areas where such modifications would be necessary to afford full access to the housing for qualified individuals with disabilities.

In reaching a reasonable accommodation with, or performing, structural modifications for, otherwise qualified individuals with handicaps, Project is not required to:

- (1) Make structural alterations that require the removal or altering of a load-bearing structural member;

- (2) Provide an elevator in any multifamily housing project solely for the purpose of location accessible units above or below the grade level;
- (3) Provide support services that are not already part of its housing programs;
- (4) Take any action that would result in a fundamental alteration on the nature of the program or service;

Take any action that would result in an undue financial and administrative burden on the Project

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).

Richard Kennemer, Compliance Program Analyst
Section 504 Coordinator
18801 Ventura Blvd., Suite 300, Tarzana CA 91356
Telephone 213-468-8261 x8119
TDD 800-735-2929

AGE/ DISABILITY REQUIREMENT

At least one applicant/household member MUST be 62 years old or older or, if under 62, MUST have qualifying mobility, hearing or vision impairment.

APPLICATION PROCEDURES



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

Anyone interested in applying for housing at DE Thompson may receive an application by any of the following methods; complete an online application, pick up in person at 91-1295 Renton Road, Ewa Beach, HI 96706, via US Mail, via email or via fax. Applications may be returned in person, online, via US Mail, or by fax provided the original is also provided via US Mail or in person.

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 and asset verification.

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 and older before it can be placed on the waiting list. Incomplete applications will not be accepted. 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.

All information will be verified in accordance with RD regulations and requirements as outlined in RD Handbook 3560. Additionally, applicants will be required to sign all appropriate and necessary forms authorizing Bob Tanaka, Inc. to verify and all factors that affect the applicant's eligibility or determine the rent the applicant will pay. All of this information may be released by RD to other Federal, State and Local Agencies.

In the event the applicant is personally unable to complete the forms, the applicant must have someone who has power of attorney complete the forms or be present or provide the information to someone assisting in completing the forms. The person assisting the applicant must sign and date the application, indicating that it was completed at the direction of the named for those who live out of state or have mobility or other

impairments.

Verification of Information on Application

With respect to all applications, the following actions will be taken:

1. A written credit report will be ordered
2. A background check will be processed for all criminal and sexual offenses.
3. Verifications concerning income, assets, residential history, medical expenses, disability, etc., will be explained and release statements signed by the applicant. All verification forms will be mailed by Management staff.

Completion of Application Process

Management will attempt to complete all applications within 45 days (excluding weekends and federally designated holidays) of the date of the interview. Completion mean that a lease has been offered or a denial letter has been sent.

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.

UNIT TRANSFER POLICY

A Unit Transfer List is maintained for those residents who have been approved for transfer on the basis of a disability or change in household status. 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.

During the initial term of the Lease, no unit transfers will be allowed.

OCCUPANCY STANDARDS

Occupancy standards are the criteria established for matching a household with the most appropriate size and type of unit. The following occupancy guidelines will be followed to avoid over utilization of the units as follows:

| Bedroom Size | Household Maximum |
|---------------------|--------------------------|
| 1 | 3 |

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.

NOTE: Live-in attendants are subject to the criminal and landlord provisions of this plan with the exception of criteria that determines ability to pay rent.

CHANGES IN HOUSEHOLD COMPOSITION

During the initial term of the Lease, no changes in household composition will be allowed. Only those household members listed on the application at time of move in will be allowed to reside in the unit during this time. Exceptions considered would include unborn children and legal adoptions.

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 resident’s household or any guest or other person under the resident’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 resident, 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 resident 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 D.E. Thompson Village, 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 D.E. Thompson Village can show an actual and imminent threat to other residents or those employed at or providing service to the property if an unlawful resident's residency is not terminated, then evicting a victim is an option, the VAWA notwithstanding. Ultimately, D.E. Thompson Village will not subject victims to more demanding standards than other residents.

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.

SOCIAL SECURITY NUMBERS

Applicants must disclose Social Security Numbers for all family members by providing a valid Social Security card issued by the Social Security Administration or an alternative acceptable to the USDA Rural Development, or if no SSN has been assigned, the member must complete a certification that no SSN has been assigned.

When an applicant has a SSN but does not have the required documentation, the applicant may submit the SSN and certify that the number is accurate but that acceptable documentation could not be provided. Individuals who have applied for legalization under the Immigration and Reform Control Act of 1986 will be able to disclose the social security numbers, but unable to supply the cards for documentation. Their acceptable documentation is a letter from DHS indicating social security numbers have been assigned.

However, an applicant may not become a participant in the program unless the applicant submits the required SSN documentation to the owner. The applicant must provide SSN documentation to the owner within 90 days from the date on which the applicant certified that the documentation was not available. If the owner has determined that the applicant is otherwise eligible for admission into the property, and the only outstanding verification is that of the SSN, the applicant may retain his or her place on the waiting list for the 90-day period during which the applicant is trying to obtain documentation. After 90 days, if the applicant has been unable to supply the required SSN documentation, the applicant should be determined ineligible and removed from the waiting list.

As a part of the Streamlining Administrative Regulations, applicant households may include a family member under the age of 6 who does not yet have a Social Security number assigned to him/her and was added to the household 6 months or less from the move-in date. The applicant, in this situation, will not be denied occupancy but will be given 90 days from the effective date of their move-in certification to provide documentation of the SSN for the child. An additional 90-day period will be provided if the failure to provide documentation of a SSN is due to circumstances that are outside the control of the household.

CITIZENSHIP REQUIREMENTS

By law, only U.S. citizens and eligible non-citizens may benefit from federal rental assistance. Compliance with these rules



ensures that only eligible families receive subsidy. These requirements apply to families making application to the property, families on the waiting list, and tenants.

Household that has no member with citizenship, naturalization or legal non-citizen status do not qualify for assistance.

Assistance in subsidized housing is restricted to the following:

1. U.S. citizen or nationals; and
2. Non-citizen who have eligible immigration status as determined by RD.

All family members, regardless of age, must declare their citizenship or immigration status.

Non-citizens (except those ages 62 and older) must sign a Verification Consent Form and submit documentation of their status or sign a declaration that they do not claim to have eligible status. Non-citizens age 62 and older must sign a declaration of eligible immigration status and provide a proof of age document. U.S. citizens must sign a declaration of citizenship.

A mixed family – a family with one or more ineligible family members and one or more eligible family members- may receive either prorated assistance, continued assistance, or a temporary deferral of termination of assistance.

Applicants who hold a non-citizen student visa are ineligible for assistance, as are any non-citizen family member living with the student.

RESTRICTION ON ASSISTANCE TO STUDENTS

Student's eligibility for Section 8 assistance will be determined at move-in, annual recertification, initial certification (when in-place residents begins 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 full-time or part-time 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.

Applicant/Households applying for other HUD housing assistance other than Section 8 that contain any student(s) enrolled in an Institute of Higher Education as defined by the Higher Education Act of 1965-Amended 1998 will be deemed eligible if they meet all other eligibility requirements, pass screening criteria and:

- Are of legal contract age under state law;
- Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy or



- Meet the U.S. Department of Education's definition of an independent student;
- Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and
- Obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. This certification is required even if no assistance will be provided.

DEFINITION OF AN INDEPENDENT STUDENT:

Owners must use, and the student must meet, the following criteria to be eligible for Section 8 assistance as an independent student. The student must:

1. be 24 years of age or older by December 31 of the award year;
2. is an orphan, in foster care, or a ward of the court or was an orphan, in foster care or a ward of the court at any time when the individual was 13 years of age or older;
3. is or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual's State of legal residence;
4. is a veteran of the Armed Forces of the United States or is currently service on active duty in the Armed Forces for other than training purposes;
5. is a graduate or professional student;
6. is a married individual;
7. has legal dependents other than a spouse;
8. has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth or as unaccompanied, at risk of homelessness and self-supporting;
9. is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.

Owners must verify the students' independence from his or her parents. To determine that the students' parents' income is not relevant in determining the student's eligibility for assistance by doing all of the following:

1. Review and verify previous address information to determine evidence of a separate household verifying the student meets the U.S. Department of Education's definition of independent student;

2. Review a student's prior year income tax returns to verify the student is independent or verifying the student meets the Department of Education's definition of independent student;
3. Verify income provided by parent by requiring written certification from an individual providing the support. Financial assistance that is provided by persons not living in the unit is part of the annual income.
4. Certification is also required if the parent is providing NO support to the student.

The rule does not apply to students residing with their parents in a section 8 assisted unit or who reside with parents who are applying to receive section 8 assistance

GROUND S FOR DENIAL

Each denied applicant will be notified promptly in writing of the reason(s) for rejections. The letter will advise the applicant that he/she may appeal the decision by notifying the management in writing or by requesting a meeting within 14 days (excluding weekends and federally designated holidays). The letter will also inform the applicant that responding to the denial letter does not preclude him/her from exercising other avenues available if the applicant believes he/she is being discriminated against on the basis of race, color, sex, Religion, handicap, familial status or national origin.

1. The household does not include at least one member who meets the USDA definition of farm labor or does not meet the minimum farm labor income as defined by the USDA.
2. Total family income exceeds the applicable income limits published by HUD, HHFDC and/or the USDA or does not meet the minimum income limit if applicable.
3. Household cannot pay the full security deposit at move-in.
4. Household refuses to accept the second offer of a unit.
5. Household fails to respond to interview letters or otherwise fails to cooperate with the certification process. Failure to sign consent forms.
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. Any adult household members fail to attend eligibility interview.
8. Household is composed entirely of full-time students and does not meet the exception outlined in Section 42 of the IRC.
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. The exception would be for migrant/temporary farm laborers residing in the migrant labor units. **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. An applicant with an unpaid balance owing to a prior
14. Evictions reported in the last 5 years.
15. 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 rent check returned from a financial institution for Non-Sufficient Funds (NSF) in a one-year period.

16. Any evidence of illegal activity including but not limited to drugs, gang, etc.
17. Inappropriate household size for the unit available (see Occupancy Standards).

CREDIT

Eligible applicants must have a satisfactory history of meeting financial obligations, including timely payment of rent. Outstanding judgments or a history of late payment of bills or rent will be grounds for denial. If an application is denied on the basis of poor credit, the applicant will be given the name of the credit agency, which supplied the credit report. Management's inability to verify credit references may be grounds for denial of an application. Consideration will be given in cases where no credit has been established. The lack of credit history will not cause an applicant to be denied, however, management may require that the lease be guaranteed by a person with a history of credit worthiness and ability to pay rent.

CRIMINAL

Management will request, where permissible by state law, local law enforcement agencies perform criminal background checks on all adult members of the applicant's household (age 18 years and older). Management will consider all circumstances regarding any criminal activities as well as the period during which it occurred, prior to rendering a decision.

1. An applicant found guilty of a crime of violence or threats of violence or injury to another person, including but not limited to, the unlawful use of firearms, will be denied.



2. Any household member who is subject to a state sex offender lifetime registration requirement will be denied.
3. An applicant found guilty of any type of crime considered to be a threat to real property (i.e., vandalism, home burglary, damage to property, etc.) adversely affects the health or safety of other tenants; or interferes with the rights and quiet enjoyment of other tenants will be denied.
4. If there is reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the healthy, safety, and right to peaceful enjoyment by other residents will be rejected. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.
5. An applicant found guilty of drug-related criminal activity will be denied.
 - a. Drug related criminal activity means the illegal manufacture, sale, distribution, use, or possession with the intent to manufacture, sell, distribute or use of a controlled substance (as defined in Section 102 of the Controlled Substance Act, 21 U.S.C. 902) will be rejected.
6. Any applicant who is engaged in the current illegal use of controlled substance will not be selected. The following will be considered to constitute "current illegal use";
 - a. Discovery of a controlled substance in a dwelling unit occupied by any member of the applicant's household.
 - b. Conviction of any household member for any drug-related crime.
 - c. Recent arrest of any of the applicant's household members for any drug-related crime.
 - d. Conviction of any household member for any sexual related crimes.

Evicted in the last 3 year from federally assisted housing for drug related criminal activity.

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 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. Units 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. To be eligible, the household must include at least one member who meets the USDA definition of farm labor and meets the USDA minimum income requirement.

The following USDA priorities will be followed when filling vacancies, listed in order of priority:

- First priority must be given to eligible active farm laborer



households, with first priority going to very low-income households.

- Second priority must be given to retired or disabled domestic farm laborer households who were active in the local farm labor market area at the time of retirement or becoming disabled.
- Third priority must be given to other retired or disabled domestic farm laborer households who were not active in the local farm labor market at the time of retiring or becoming disabled. Occupancy priority will be given first to very low- income households.

Within each of the above priorities, occupancy priority within each ranking category is according to the household's income: very low.

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.

The property has one Waiting List that is established and maintained in chronological order based on the date and time of receipt of the Preliminary Application. The Waiting List contains the following information for each applicant:

1. Applicant Name
2. Address and/or Contact Information
3. Phone Number(s)
4. Unit Type/Size
5. Household Composition
6. Preference/Accessibility requirements
7. Income level
8. Date/ Time of Application

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

Applicants will have the opportunity to decline the first unit 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.

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 the application will be removed from the Waiting List. It is the responsibility of the applicant to maintain a current address with the office in order to receive waitlist correspondence. Any correspondence returned undeliverable will result in the application being removed from the waitlist.

OPENING/CLOSING OF WAITING LIST

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

Closing the Waiting List

Based on the Development's turnover, the waiting list shall be kept to two (2) years. Upon closing the waiting list, notification will be posted at the property and advertised in the publications noted in the property's Affirmative Fair Marketing Plan advising the public that applications are no longer being accepted due to the high number of applicants currently waiting. At that time, any additional applications will be denied.

Re-Opening the Waiting List

The waiting list will be reviewed every 12 months. Subtracted from the total number will be those people who were accepted, rejected or otherwise disqualified. New names will be accepted on a first-come, first-serve basis until the list has again reached the size specified in paragraph D1. Notification that the waiting list will be opened will be posted at the property and advertised in the publications noted in the property's Affirmative Fair Marketing Plan not more than thirty (30) days but less than fifteen (15) days prior to the opening. In the event of an unexpectedly high rate of turnovers, or a higher than normal rate of rejections,



management may re-open the waiting list prior to the annual update. Once again, adequate notice and advertising of the opening shall be done.

NOTIFICATION PROCEDURES

1. The first five (5) applicants on the waiting list will be contacted via phone and in writing for the purpose of notifying them of an available unit and their position on the waiting list.
2. Each applicant will have ten (10) business days to respond to this contact, view the apartment if they so choose, and accept an offer of tenancy.
3. Each applicant that accepts an offer of tenancy will be offered the unit in the order that they appeared on the waiting list.
4. When the unit is filled each applicant that was not offered a unit will be placed back on the waiting list in their original order.
5. If an applicant responds after ten (10) business days, they will forfeit any rights to be offered the unit in the order that they appeared on the waiting list. However, they may reapply to be placed back on the waiting list.
6. If no response is received from the first five (5) applicants on the waiting list within the ten (10) day timeframe, then the next five applicants on the waiting list will be processed according to the procedures listed above.
7. If an applicant rejects the available unit, except as described in (h), the applicant will be removed from the waiting list. If applicant wishes to be considered for future tenancy a new application must be submitted or the current application updated.
8. If an applicant rejects the unit based on extenuating medical circumstance which may be cured, thereby allowing the applicant to consider subsequent openings, the applicant will not be removed from the waiting list, and will retain their position on the waiting list.

9. Applicants will be asked to meet with the occupancy specialist to complete the application process and sign any necessary verification releases. A final eligibility determination will be made upon receipt of all verifications and screen reports.
10. Tenancy will be denied for misrepresentation on the application.
11. We will select extremely low-income applicants. Extremely low-income applicants will be selected in chronological order from the waiting list. If no extremely low-income applicants are on the waiting list, we will admit applicants in waiting list order.
12. Once an applicant has been approved for tenancy, the applicant must be available to move into the unit by the 29th day following a 28-day notice to his/her current landlord. A unit will not be held for any additional length of time. If the applicant is unable or unwilling to move within this timeframe, he/she will be removed from the waiting list and will need to reapply to be considered for future tenancy.

AVAILABILITY OF RESIDENT 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 is available upon request from management.

ANNUAL RECERTIFICATION REQUIREMENTS

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

PET POLICY

Residents are permitted to keep common household pets in the dwelling unit. SERVICE or ASSISTANCE animals are not considered pets and are not required to comply with the provision of the Pet Policy. Service animals and support animals



are those animals specifically required to assist individuals with documented disabilities.

Please notify Management if you require a Service animal and/or a support animal.

UNIT INSPECTION REQUIREMENT

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

Annual unit inspections are performed by D.E. Thompson Village. 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, D.E. Thompson Village management may conduct the inspection alone.

EQUAL HOUSING OPPORTUNITY

D.E. Thompson Village 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. D.E. Thompson Village is an equal opportunity housing provider.



