

Detroit Baptist Manor
Resident Selection Criteria

November 2006

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The Baptist Manor campus consists of 4 buildings with HUD subsidy under Program Section 202/8 and Program Section 236.

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1. The Drake Building located at 23200 Drake Road, Farmington Hills, Michigan is classified as a Section 202/8 with no mandatory meal program. The Drake Building's income level is classified as very low.
2. The Epsilon Building located at 30239 West 13 Mile Road, Farmington Hills, Michigan is classified as a Section 202/8 with no mandatory meal program. The Epsilon Building's income level is classified as low.
3. The Alpha Building located at 30251 West 13 Mile Road, Farmington Hills, Michigan is classified as a primary Section 236 with 40 Section 8 slots. There is no mandatory meal program. The Alpha Building's income level is classified as low for section 236 and very low for Section 8.
4. The Gamma Building located at 30245 West 13 Mile Road, Farmington Hills, Michigan is classified as a primary Section 236 with 30 Section 8 slots and a mandatory meal program. The Gamma Building's income level is classified as low for Section 236 and very low for Section 8.

When reviewing the attached Tenant Selection Plan please refer to the building specific criteria listed above to define your building selection.

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Metropolitan Detroit Baptist Manor, Inc. subscribes to the following procedures in selecting new residents for our Section 202, Section 8, Section 236, and Rental Assistance programs. The purpose of these Resident Section Criteria is to implement the HUD regulations, including Quality Housing and Work Responsibility Act (QHWRA) for the Section 8 housing assistance payments program at this

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property.

A. EQUAL OPPORTUNITY HOUSING

A.1. The management of Metropolitan Detroit Baptist Manor, Inc. fully adheres to the Federal Fair Housing Law (Title VII of the Civil Rights Act of 1968, as amended by the Housing and Community Development Act of 1974), which stipulates that it is illegal to discriminate against any person because of race, color, religion, sex, national origin, marital status, handicap, or familial status, including Admission and Occupancy Provisions of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) for Multifamily Housing Programs. Applicants should be U.S. Citizens or have eligible immigration status and provide supporting documentation with the application.'

B. PROJECT ELIGIBILITY:

B.1.0 Project eligibility requirements in a Section 236 building for Elderly Family and a Disabled or Handicapped Non-elderly Person are:

B.1.1. Families of two or more persons, the head of which (or his or her spouse) is 62 years of age or older.

B.1.2. The surviving member or members of a family described in 'B.1.1.' living in a unit with the now deceased member of the family at the time of his or her death. .

B.1.3. A single person who is 62 years of age or older; or

B.1.4. Two or more elderly persons living together or one or more such persons living with another person who is determined by HUD, based upon a licensed physician's certificate provided by the family, to be essential to their care or well being:

B.1.5. Project eligibility requirements in a Section 236 building for a disabled or handicapped non-elderly person is defined by the Section 202 definition found in 'B.4.0.' of this policy.

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B.2.0 Project eligibility requirements in a Section 202 building for Elderly Family are:

- B.2.1. Families of two or more persons, the head of which (or his or her spouse) is 62 years of age or older.
- B.2.2. The surviving member or members of a family described in 'B.2.1.' living in a unit with the deceased member of the family at the time of his or her death.
- B.2.3. A single person who is 62 years of age or older; or
- B.2.4. Two or more elderly persons living together or one or more such persons living with another person who is determined by HUD, based upon a licensed physician's certificate provided by the family, to be essential to their care or well being.

B.3.0 Project eligibility requirements in a Section 202 building for Disabled family are:

- B.3.1 Families of two or more persons the head of which (or his or her spouse) is a person with disabilities.
- B.3.2. The surviving member or members of any family described in paragraph 'B.3.1.' of this definition living in a unit with the deceased member of the family at the time of his or her death.
- B.3.3. A single person with disabilities over the age of 18; or
- B.3.4. Two or more persons with disabilities living together, or one or more such persons living with another person who is determined by HUD, based upon a licensed physician's certificate proved by the family, to be essential to their care or well-being.

B.4.0 Disability Definitions as defined in 4350.3, rev-1 for 202/8 and 236 programs:

- i. A person with a disability means:
 - i.i. Any adult having a physical, mental, or emotional impairment that is expected to be of long-continued and indefinite duration, substantially impedes his or her ability to live independently, and is of a nature that such ability could be improved by more suitable housing conditions.
 - i.ii. A person with a developmental disability, as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C.6001 (8)) i.e., a person with a severe chronic disability that:
 - i.ii.a is attributable to a mental or physical impairment or combination of mental and physical impairments;

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- i.ii.b. is manifested before the person attains age 22;
- i.ii.c. is likely to continue indefinitely;
- i.ii.d. Results in substantial functional limitation in three or more of the following areas of major life activity;
 1. Self-care,
 2. Receptive and expressive language, 3. Learning,
 4. Mobility,
 5. Self-direction,
 6. Capacity for independent living,
 7. Economic sufficiency, and
- i.ii.e. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated
- i.iii. a person with a chronic mental illness, i.e., a person who has a severe and persistent mental or emotional impairment that seriously limits his or her ability to live independently, and whose impairment could be improved by more suitable housing conditions.
- i.iv. Persons infected with the human acquired immunodeficiency virus (HIV) who are disabled as a result of infection with the HIV are eligible for occupancy in the Section 202 projects designed for the physically disabled, developmentally disabled, or chronically mentally ill depending on the nature of the person's disability(24 CFR 891.505).

NOTE: A person whose sole impairment is alcoholism or drug addiction (i.e., who does not have a developmental disability, chronic mental illness, or physical disability that is the disabling condition required for eligibility in a particular project) will not be considered to be disabled for the purposes of the Section 202 program.

- i.v. A person infected with the human acquired immunodeficiency virus (HIV) and a person who suffers with alcoholism or drug addiction, provided they meet the definition of "person with disabilities" in Section 811 (42 U.S.C.) 8013(1<) (2).A person whose sole impairment is a diagnosis of HIV positive or alcoholism or drug addiction (i.e., does not meet the qualifying criteria in Section 811, will not be eligible for occupancy in a section 811 project. (24 CFR 891.305)

C. RESIDENT ELIGIBILITY.

- C.1.0 The unit which residents are applying for should be the only residence that they shall be living in and receiving HUD assistance for.

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C.2.0 Rental Payments

C.2.1. The tenant must demonstrate an ability to pay monthly rent and security deposit. Towards this all details of income, asset and expense details with supporting documents shall need to be provided.

C.2.2 For Non-Citizens/ permanent Resident Aliens or a Legal Permanent Resident:

- i. The Detroit Baptist Manor employs the Systematic Alien Verification for Entitlements System (S.A.V.E. system) to verify eligibility for housing assistance.
- ii. The Detroit Baptist Manor shall verify with the Department of Homeland Security, the validity of the documents provided by applicants. If the applicant is a permanent resident or a Legal Permanent resident who relies on family support to meet financial obligations, the applicants shall need to include a copy of the Affidavit of Support(I-864), which gives the name of the US citizen who has sworn to support financially, the applicant, In case the applicant does not have a copy of this Affidavit, DBM requires the applicants or sponsors to complete the G-369, which is the Freedom of Information / Privacy Act Request, which gives the DBM permission to get copy of the Affidavit of Support (I-864) from the local USCIS office. Either of these documents shall need to be submitted within 30 days of the receipt of application, otherwise, the application will be rejected and the applicant will be removed from the waitlist. DBM will continue to process the application as per normal procedure, pending the receipt of either of these documents during the 30 day period.
- iii. If the applicant cannot supply the documentation within the specified 30 day time limit, DBM may grant the applicant an extension of up to 30 days, but only if the applicant certifies that the documentation is temporarily unavailable and additional time is needed to collect and submit the required documentation. However, until the necessary documents are received, a unit cannot be allotted to the applicant. If during this period, the applicant comes to the top of the waitlist and a unit becomes available, the unit may not be allotted to the applicant and he/she may be moved to the bottom of the waitlist. It is therefore in the interest of the applicant to move quickly on the submission of the above documents.
- iv. If the applicant is supported by a family member / sponsor, a notarized Letter of Support must be submitted each year that the resident is recertified for stay at the DBM buildings. The amount of support cannot be lowered during the year that the letter of support covers. If the amount of support is lowered at the time of recertification of the resident, a new expense report must be submitted to show how the resident will cover the living expenses using the lowered amount, If the amount of support is inadequate to realistically cover the living expenses of the resident, the

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resident will not be recertified and they must vacate the apartment.

- v. If there is any change in the status of immigration, the applicant / resident must inform the DBM of these changes, and submit the necessary documentation. In such a case, the resident / DBM may be recertified, depending on change of the status and assistance eligibility.

C.2.3. **Minimum Rent (Total Tenant Payment):**

C.2.3.a For Section 8 project-based programs (other than moderate rehabilitation Programs), the minimum rent and total tenant payment (TTP) is \$25.

C.2.3.b This minimum rent (TTP) will apply when the calculated total tenant payment for the family is less than \$25. The tenant must demonstrate an ability to pay monthly rent and security deposit.

- i. The responsible entity (owner/agent) must grant an exemption from payment of minimum rent if the family is unable to pay the minimum rent because of financial hardship,' as described in the owner/agent written policies. Financial hardship is described as follows and includes these situations:
 - i.i when the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;
 - i.ii. when the family would be evicted because it is unable to pay the minimum rent;
 - i.iii. when the income of the family has decreased because of changed circumstances, including loss of employment;
 - i.iv. When a death has occurred in the family, and
 - i.v. Other circumstances determined by the owner/agent or HUD.
- ii. For "i.ii" above (imminent eviction), management will start the process only if the family requests a financial hardship exemption after they received a "Notice to Vacate" for non-payment of rent. Management will verify and accept reasonable explanations. The Notice to Vacate for Delinquency form will include language informing residents to notify management in writing if there is a reason to request a hardship exemption to the minimum rent requirements and the family's TTP is less than \$25.
- iii. For "i.iii" above (decrease in income), management will verify the change has occurred.

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- iv. For both "i.iv" and "i.v" above (death in family and other circumstances), management will evaluate the request for the exemption on a case by case basis.
- v. When a family requests an exemption, management must suspend the minimum rent requirement the first of the following month, until verified whether or not it is long term or temporary.
- vi. Once status of exemption is determined:
 - vi.i. Temporary
 - vi.i.i At the end of 90 days, minimum rent is reinstated retroactive to the initial suspension date. The tenant will be offered a reasonable repayment agreement for collection of the money owed. In this scenario, recertification is not required.
 - vi.ii. Long Term
 - vi.ii.i. Minimum rent is exempted so long as the hardship exists. In this scenario management will process a HUD recertification retroactive to the initial suspension date. Management will require the resident to report the status of the exemption every 60 days and reserves the right to recertify every 60 days.
 - vi.ii.ii. Determinations will be made in a timely manner on resident requests for a hardship exception, usually in one week. Documentation on all determinations will be maintained on file by the management.
- vii. Utility reimbursements
 - vii.i The owner will pay the utility reimbursement to the utility supplier on behalf of the family, with tenant consent.

C.2.4. Units Receiving Rental Assistance

C.2.4.a Income Eligibility

- i. The applicant must demonstrate an ability to pay the monthly rent and still be able to meet other living expenses.
- ii. The applicant must have a dependable, steady source of income. Frequent job changes or part-time employment may disqualify the applicant for non-assisted units.
- iii. The annual income of the applicant, adjusted for household size and unusual medical or other expenses, must be less than the limits set by the United States Department of Housing and Urban Development (HUD).

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- iv. Except for minor variation, the resident must pay 30% minus allowable expenses of his total monthly income toward the rent of the unit. HUD pays the balance of the rent directly to the owner on behalf of the resident. The applicant must demonstrate a financial ability to pay his/her monthly contribution towards the rent of the unit.
- v. The rental agent and/or manager will verify the amount and source of the applicant's income and unusual medical or other expenses, as well as the size of the applicant's household. Credit reports on the applicant will be obtained through a credit bureau. The Baptist Manor reserves the right to request for any document(s) necessary to support income and expense claims made by the applicant.
- vi. For each project assisted under a contract for project-based assistance, of the dwelling units that become available for occupancy in any fiscal year that are assisted under the contract, not less than 40% shall be available for leasing only by families that are extremely low income families at the time of admission.
- vii. Any requests for exceptions to the income limits will be made in writing to HUD in accordance with HUD program requirements by management.
- viii. "Extremely low income" (ELI) means families with incomes at 30% or below median income.
- viii.i. Applicants from the project's waiting list will be monitored to make sure that at least 40% of the units are rented to ELI families.
- ix. If the waiting list does not include eligible applicants with annual incomes at or below 30% of the area median, management will market and outreach to achieve the desired mix. If after actively marketing for at least 30 days, management is unable to fill vacant units with ELI families, management may lease to other eligible families. Documentation of marketing efforts will be maintained on file by management.

C.2.4.b. Household Size

- i. The unit applied for must have enough bedrooms to accommodate the Applicant's household. The Unit applicant shall reflect the following occupancy standards:

| | | |
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| Studio / Efficiency | 0 Bedrooms | 1 person |
| One Bedroom | 1 Bedrooms | 1/2 persons |
| Two Bedrooms | 2 Bedrooms | 2, 3 or 4 persons |
- ii. In both the 202/8 and 236 communities a handicapped/disabled person may occupy a two-bedroom apartment with a non handicapped/disabled person who is essential for

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his/her well being (determined by physician).

- iii. A single person who is not elderly or displaced, a person with disabilities, or the remaining member of a resident family may not be provided a housing unit with two or more bedrooms. As the statutory preference for admission of families before admission of single persons was repealed, single persons will be considered for admission in accordance with established tenant selection and occupancy policies. However, single persons will only be housed in an efficiency or one bedroom unit.
- iv. An applicant may request to be put on more than one wait list for units with different number of bedrooms, subject to eligibility under occupancy standards specified above.

D. SELECTION CRITERIA

D.1. Credit Standing

- D.1.1. Eligible applicants must have a satisfactory history of meeting financial obligations, including timely payments of rent. Judgments, a history of late payments of bills and/or rent will be grounds for non-selection.

In general, if the applicant has 3 or more non-medical collections in their history in the past three years, bankruptcy in the past 3 years or Public Judgment against them in the past 3 years, the application may be rejected.

- D.1.2. In certain circumstances, our inability to verify sufficient credit references may be grounds for rejection of an application. Consideration will be given to special circumstances in which credit has not been established for some reason (income, age, etc.) We reserve the right to require a guarantor for any prospective resident if the applicant does not offer evidence of financial and behavioral responsibility. The guarantor must be willing to submit to the same selection criteria as if they were applying for occupancy.
- D.1.3. An applicant and/or resident must be either an eligible citizen or a non-citizen with eligible immigration status to receive rental assistance.

D.2. Information on the Application

- D.2.1. If the application is not fully completed or contains false information, the applicant will be rejected.

D.3. Personal Reputation/Character Reference

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- D.3.1. An applicant will not be selected or any person living in the unit, has a history of criminal activity, or/and sex offenses and particularly those involving physical violence to persons or property. Any criminal activity, which would affect the health or safety of the other residents, would also be a basis for the applicant's denial for residency.
- D.3.2. Persons who have a history for disturbance of neighbors, destruction of property or living habits at prior residence which would adversely affect the health, safety, or welfare of other residents will not be selected for occupancy. A history of grossly unsanitary or hazardous housekeeping will be grounds for denial. This category is not intended to exclude households whose housekeeping is only superficially unclean or disorderly, if such conditions do not appear to affect the health, safety, or comfortable possession of other residents.
- D.3.2.a. At Section 42 LIHTC Properties, Full-time students receiving assistance under Title VI of the Social Security Act; enrolled in a job training program receiving assistance under the Job Training Partnership Act or under similar, Federal, State, or Local Laws; receiving AFDC payments; single parents with minor children, none of whom is a dependent of a third party; or married filing a joint tax return are eligible for approval for occupancy in the development.
- D.4.0 Section 524 - Occupancy by Police Officers and Security Personnel**
- D.4.1. QHWRA permits occupancy by police officer/security personnel who are otherwise ineligible to lease an available unit because of income.
- D.4.2. The owner will adhere to the following to receive authorization to house over income personnel in an assisted unit.
- D.4.3. The police officer/security personnel must be employed full time (not less than 35 hours per week) by a (governmental unit or a private employer and compensated expressly for providing police or security services.
- D.4.4. Owner/agent will submit a written plan to the contract administrator for authorization to lease an available unit to over-income police officers. The plan will include:
- D.4.4.a. A statement detailing existing social and physical conditions of the property and the owners informed assessment of the need for crime deterrence for the property.
- D.4.4.b. A statement of the anticipated benefits that the presence of police officers will create at the property and in the community.
- D.4.4.c. Disclosure of any family relationship between the police officer, security personnel and owner.

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D.4.4.d. A description of the proposed gross rent for the unit and any special conditions for occupancy, including the rent that would ordinarily be charged for the unit and the owner's annual maintenance cost for the unit. The amount of Housing Assistance Payments will be in conformance with HUD requirements.

D. 4.4.e. The terms of the lease including a provision that state the police officer's right of occupancy is dependent on the continuation of employment that qualifies the officer for residence at the property.

D.4.4.f. Other information as may be requested by HUD or the contract administrator.

D.4.4.g. An owner may not offer a unit to a police officer if the officer would displace an income eligible tenant from leasing the available unit or would require an existing tenant to move to make the unit available to the officer.

D.5. **Students:**

D.5.1. To be eligible for Section 8 Assistance, an applicant - who is a student, is under 24 years of age, is not a veteran, is unmarried, is not disabled or handicapped and does not have a dependant child - must meet the applicable income limits (except as discussed in the HUD's Guidance on the Student Eligibility Rule), after taking into consideration both, the applicant and the applicant's parents' incomes.

E. **PROCEDURES:**

E.1. **Application Process**

E.1.1. Application will only be taken at the site by the rental agent or manager who will perform the following certifications activities:

E.1.1.a Obtain a credit check and criminal background check

E.1.1.b.Verification of income, bank accounts, employment, criminal history, Social Security Number, Citizenship/Immigration status.

E.1.1.c. Other verification requests will be made, as appropriate, medical expenses, educational expenses for children over 18, status as handicapped household, need of applicant for live in caregiver. All applicants who are at least 18 years of age and each family head and spouse, regardless of age must sign the HUD -required consent forms. All applicants must sign individual verification forms authorizing Metropolitan Detroit Baptist Manor to verify required documents.

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E.1.1.d. Applicants must provide documentation of SSNs. Adequate documentation means a social security card issued by the Social Security Administration {SSA} or other acceptable evidence of the SSN. Application of benefits from State or Federal agency - non-citizens awaiting temporary lawful residency may produce a letter from DHS certifying the number issued, in place of the card. Applicants that have applied for legalization under the immigration Reform and Control Act of 1986 should be able to disclose their Social Security numbers but, will be unable to produce the cards for documentation. DHS will then verify the number until the applicant is granted temporary lawful resident status. The Baptist Manor will accept a letter from DHS indicating the Social Security number that (has been assigned as verification instead of the physical card.

Other forms of documentation of a Social Security Number are:

- i. Original card
- ii. Driver's License
- iii. State issued I.D. Card
- iv. Tax form 1099
- v. Court Records
- vi. Life Insurance Policy

All applicants that are unable to disclose at minimum, the Social Security number issued, and document that a number is certified will not be eligible for housing.

E.1.2. Upon receipt of the above information, it will be assembled in the applicant's file. Each week at a set time, the management agent will review all applicant files, which are complete. Personal interviews will be scheduled and conducted. After these items are completed the file will again be reviewed. Based upon these evaluations, applicants will be rejected or notified of approval status.

E.1.3. If an application for residency is approved, the applicant will receive a formal letter of acceptance.

E.2. Application Rejections

E.2.1. An applicant will be rejected if:

E.2.1.a. The household annual income is greater than the maximum allowed by HUD for occupancy.

E.2.1.b. The family size is not appropriate for the size units available within the community.

E.2.1.c. The family is under the age criteria of 62 and does not have a mobility \ impairment which requires the accessibility features of a specially designed unit.

E.2.1.d. The applicant(s) is unable to disclose and document Social Security numbers or provide certification that none have been assigned.

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E.2.1.e. Applicant does not sign and submit verification consent forms or the Authorization for Release of Information forms.

E.2.1.f. Applicant does not declare citizenship or non-citizenship status, or sign a statement electing not contend non-citizen status.

E.2.1.g. Applicant does not have proper credit. The applicant does not have proper or has filed for bankruptcy in the past 3 years or has 3 or more bad credit accounts listed on the report.

E.3.0 **Review of Rejected Applicants**

E.3.1. Applicants who are rejected will receive a written declination of their application, and will be given a fourteen (14) day period during which they may send a written appeal to the appellate authority.

E.3.2. Disputed cases will be automatically reviewed by the management's designated agent, who shall not be the person originally handling the application and who shall take into account, any additional information supplied by the applicant. Applicants will be notified within five (5) business days of receipt of written appeal.

E.3.3 If cause for rejection is due to credit history, the correspondence will list the credit bureau used their phone number and address, for direct contact with the service. Detailed information regarding applicant must be reported directly by the credit bureau.

E.4. **Security Deposits**

E.4.1. A security deposit equal to the monthly unit rent will be collected from all Section 236 residents. A security deposit of one month's total tenant payment or \$50.00, whichever is greater, will be collected for all Section 202, Section 8 residents. Security deposit and first month's rent must be paid upon signing the lease for the unit.

E.5. **Unit Transfers**

E.5.1. Unit transfers are based on a change in family size or composition or to accommodate a resident's request for a 504 accommodation only.

E.5.2. A 504 request for a unit transfer by an in-place tenant will supersede any applicant on the wait list with the next available unit being given to the in place tenant.

E.5.3. The next available Section 8 subsidy slot in a Section 236 building will go to the in-place tenant with the greatest financial need. A Section 8 wait list is kept by the building manager to determine the next tenant to receive the Section 8 subsidy.

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F. SELECTION OF TENANTS ON WAIT LISTS

F.1. General Procedures

- F.1.1. In the event of full occupancy, a revolving list of interested parties will be established. Applicants with higher incomes may be skipped on the waiting list in order to achieve 40% extremely low-income, lower-income tenants may not be skipped in favor of others who have higher incomes; all other persons will be contacted according to the date they requested to be placed on the waiting list (i.e., the oldest dated application first). If applicant is not interested at that time, but wishes to remain on the list, applicant may be revolved to the bottom of the list. The date of revolving to the bottom of the list will replace the original date of application to the list. If an applicant declines an apartment twice, after having come to the top of the waiting list each time, he/she will be removed from the waitlist and will have to reapply to be placed back on the waitlist.
- F.1.2. If an applicant is eligible but no appropriate size unit is available, the owner must place the family on a waiting list for the project and notify the family of when a suitable unit may be available.
- F.1.3. The owner's records must indicate the date and time the applicant is placed on the waiting list. Each year, all applicants will be sent an update request to convey their continued interest in having an apartment. Failure to respond within the stipulated deadline will result in removal from the waitlist.
- F.1.4. Metropolitan Detroit Baptist Manor must advise applicants that the waiting list has been closed if the waiting period becomes excessive of a three (3) year wait period for a unit.
- F.1.5. Metropolitan Detroit Baptist Manor Preferences:

Preferences affect the way owners offer housing to prospective applicants. The Baptist Manor is required to follow both Statutory Preference rules and HUD Regulated Preference rules; under both sets of regulations, Metropolitan Detroit Baptist Manor is required to give preference to any applicant who has either (a) been displaced by a government action, or (b) has been displaced by a Presidentially declared disaster.

For the Alpha and Gamma projects which are both 236 - Section 8 programs, additional rules apply and preferences to the waitlist will apply as follows;

- a. Displacement due to a Presidentially declared disaster
- b. Displacement due to government action'-.
- c. Applicant is eligible for RAP assistance
- d. Applicants that are eligible to pay less than market rent for Section 236 5. Lastly, applicants that can afford to pay market rent will be chosen.

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F.1.6. There are two situations that warrant a wait list exception. The first is to accommodate a resident's request for a 504 accommodation. The second is a transfer based on a change in family size or composition. With the exception of the two situations listed here, there are no in house unit transfers allowed within the buildings.

F.1.7. When Metropolitan Detroit Baptist Manor agrees to accept applications again, the notice of this action will be announced via public notice (same area newspapers as the notification when the waiting list was closed) along with time, date, location and contact person.

F.2. **Applicant Interview**

F.2.1. Metropolitan Detroit Baptist Manor will interview all applicants and obtain current information about the families circumstances.

F.2.2. All applicants will be required to bring to the interview

- a. Social Security and Drivers License Cards
- b. Income Providers, i.e. Pension, Retirement, Current years Social Security Earnings, Current year tax return information
- c. Prescription expenses (one year), medical expenses, i.e. doctor and dentist statements.
- d. Health insurance cards and current health insurance statements.

G. **DRUG FREE HOUSING**

G.1. **"Drug-related criminal activity"** means the illegal manufacture, sale, distribution or use, possession with intent to manufacture, sell, distribute or use, of a controlled substance (as defined in Section 102 of the Controlled Substance Act (21U.S.C.802.) Independent Management Services, together with residents, is dedicated to creating a Drug Free Housing environment and eliminating drug and criminal activity from the property.

G.1.1. Management will conduct quarterly unit visits and inspections, with special attention to drug free housing and security related items.

G.1.2. In the event that this problem exists, regular meetings are conducted with residents and local authorities to coordinate a group effort to eradicate drug activity.

G.2. **Special Rules for Drug Abuse and Criminal Activity**

G.2.1. The Landlord owns and operates a subsidized multi-family housing development and therefore is mandated to utilize final rules published in the

Federal Register volume numbers 66 and 101 entitled "Screening and Eviction Drug Abuse and other Criminal Activities".

G.2.2. **Denying Admissions - Mandatory Provisions**

G.2.2.a. Applicants who fit into the following categories will be denied admission to this Federally

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Assisted Development if:

- i. Any household member has been evicted from Federally-assisted housing for drug-related criminal activity, for three years from the date of eviction. If the evicted household member who engaged in drug related criminal activity has successfully completed a supervised drug rehabilitation program or circumstances leading to the eviction no longer exist, the Owner may, but is not required to, admit the household.
- ii. Any household member is currently engaging in illegal drug use.
- iii. The Owner determines that there is reasonable cause to believe that a household member's illegal use or a pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. (Examples of evidence of illegal activities may include a conviction record, former landlord references, etc.)
- iv. Any member of the household is subject to a lifetime registration requirement under a state sex offender registration program. In accordance with Federal law, Owners shall establish standards that prohibit admission to any Federally-assisted property to sex offenders subject to a lifetime registration requirement under a state sex offender registration program. During the admissions screening process, the Owner must perform the necessary criminal history background checks in the state where the housing is located and in other states where the household members are known to have resided.
- v. The Owner determines that there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.

G.2.3. Denying Admissions

G.2.3.a In addition to the above mandatory screening standards and guidance in HUD Handbook 4350.3, Occupancy Requirements of Subsidized Multifamily Programs, Owners of Federally-assisted housing have the discretion to prohibit the admission of a household with a household member who is currently engaging in, or has engaged in during a reasonable time before the admission decision in:

- a. Drug-related criminal activity;
- b. Violent criminal activity;
- c. Other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents; or
- d. Other criminal activity that would threaten the health or safety of the Owner /management agent or any employee, contractor, subcontractor or agent of the Owner/management agent involved in the housing operations.

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G.2.4. To the extent that an Owner's admissions policy includes any item above or any similar restriction that employs a standard regarding a household member's current or recent actions, the Owner may delineate the length of time prior to the admission decision during which the applicant must not have engaged in the criminal activity that the Owner will consider when making his/her determination.

G.2.5. Moreover, Metropolitan Detroit Baptist Manor has the discretion to reconsider an applicant who was previously denied admission to a Federally-assisted housing because of a determination concerning a member of the household who has been engaged in criminal activity. Metropolitan Detroit Baptist Manor may admit the household if the household member is not currently engaged in, and has not engaged in, the criminal activity described above during a reasonable period to be determined by Metropolitan Detroit Baptist Manor. This Metropolitan Detroit Baptist Manor policy will be uniformly applied to all applicants in a non-discriminatory manner and in accordance with applicable fair housing and civil rights laws.

G.2.5.1. A certification that states that she or he is not currently engaged in such criminal activity and had not engaged in such activity during the specified period and

G.2.5.2. Supporting information from such sources as a probation officer, a landlord, neighbors, social service agency workers or criminal records that were verified by the Owner.

H. Additions and/or Deletions

H.1. The managing agent reserves the right to alter these policies and procedures.

H.2. At least 40% of the assisted units that become available in each year of the projects fiscal year are available for leasing to families whose income do not exceed 30% of the area median income ("extremely low-income") at the time of admission. '

H.3. Metropolitan Detroit Baptist Manor has determined that the composition of the waitlist consists of mainly extremely low income applicants. Therefore the property is able to meet the 40% requirement for income targeting by following the chronological wait list order. The DBM personnel marketing director reviews the composition of the waitlist every three (3) months.

H.4. According to HUD Notice H 00-18, Admission and Occupancy Provisions of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) for Multi-family Housing Programs - 24 CFR 5.655, applicants with higher incomes may be skipped on the waiting list in order to achieve 40% extremely low-income, lower income tenants may not be skipped in favor of others who have higher incomes until the 40 % limit is met.

H.5. To ensure compliance for "income targeting" is met; The Baptist Manor will alternate between the first extremely low-income applicant on the waiting list and the applicant at the top of the waiting list. The Baptist Manor will select the first extremely low-income applicant

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on the list (which may mean skipping over some applicants with higher incomes) for the available unit, and then select the next eligible applicant currently at the top of the waiting list (regardless of income level) for the next available unit. As subsequent units become available, tenant selection continues to alternate between the next extremely low-income applicant and the eligible applicant at the top of the waiting list until the 40% target is met.

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