Sara Connor Apartment
Resident Selection Criteria

Sara Connor Court is a 56 unit affordable housing complex designated for families. All applicants for housing will be screened according to the criteria set forth in the Resident Selection Plan. Management will hire a contractor to run a credit check and criminal background check and register sex offender report on all applicants and it will check court records for evictions or judgments against the applicant. The purpose of these checks is to obtain information on the applicant’s past history of meeting financial obligations and future ability to make timely rent payments and to determine if the applicant has a criminal history which makes him/her unacceptable to live at an Eden Housing Property. The Resident Selection Plan is established to comply with the Federal and State Laws and/or Eden Housing Management, Inc Policies and Procedures.

- Household annual income must not exceed the program income limits of the property. The income limits for Sara Connor Court are 30%, 40%, 50% and 60%.

- In accordance with the following guideline, the household composition must be appropriate for the apartment size to which the household is applying:

<table>
<thead>
<tr>
<th>Bedroom Size</th>
<th>Minimum Persons</th>
<th>Maximum Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Bedroom</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Two Bedroom</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Three Bedroom</td>
<td>4</td>
<td>7</td>
</tr>
</tbody>
</table>

- Meet program eligibility requirements for the property to which they applied. Household must meet the income levels as published annually by the California Tax Credit Allocation Committee. The household’s anticipated annual gross income may not exceed the income level as defined by the LIHTC Program for Sara Connor Court;

- Proven ability to meet financial obligations, especially rent paying: An applicant receives monthly in an amount equal to **two and a half times the rent** of the apartment he/she is interested in renting. (Some exceptions apply, this does not apply to HUD/or HA Vouchers Subsidized Properties);

- No unpaid judgments, collections, and liens exceeding $5,000 excluding student loans and medical bills;
Resident Selection Criteria, continued

- No bankruptcies filed within the last twelve months;
- No repossessions within the past two years, excluding voluntary repossessions;
- No unpaid utility bills (Electric, Gas, Water/Sewer and Garbage);
- No unpaid balance due a prior landlord;
- Head of Household MUST be of legal contract age or at least 18 years of age or older;
- Positive Credit History. The Property Manager will compare the credit history with the landlord references and application to ensure that the applicant reported all addresses where he/she has lived and any other information that should be the same. If the information is not the same, the Property Manager will ask the applicant about the discrepancies. If there is no acceptable explanation and it is clear that the applicant falsified information on the application, the applicant will be rejected and a denial letter will be sent to the applicant;
- No household member involved in drug-related criminal activity;
- No household member convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises.
- No household member currently engaged in use of an illegal substance. If the owner has reasonable cause to believe that a household member’s illegal use of a drug or pattern of illegal use may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents will not be approved for residency;
- Any household member who is subject to lifetime registration requirement under a State Sex Offender Registration Program will not be admitted under any circumstances. The Community Manager will check the names of all adults applying for housing through the sex offender registry in each state where each adult has lived;
Resident Selection Criteria, continued

- Household member whose abuse or pattern of abuse of alcohol interferes with the health, safety, or peaceful enjoyment of the premises by other residents will not be approved for residency;

- Any household member who has been involved in drug related criminal activity or violent criminal activity or other criminal and ongoing criminal activity that is current

- Or an indication of repeated criminal behavior will not be approved for residency;

- Any household member that has committed acts that would result in denial of admission to the housing program or to continue to reside in the assisted units will not be approved for residency;

- Any applicant who misrepresents of any information related to eligibility, allowance, household composition or rent will be denied for residency.

Waiting Lists

- Waiting List will be maintained for all size Court with all applicants listed in the order that applications were received, indicating when an applicant requires the special design features of an accessible apartment, and not separated by income limits, e.g., 50% and 60%.

  If an applicant’s household size increases and there are no appropriate size units at Sara Connor Court, the applicant will be notified of this.

- VAWA – Violence Against Women Act

  HUD and Tax Credit requires that management provide information on VAWA. EHMI is require to provide all residents and new move-ins the VAWA Notice of Occupancy Right (Form HUD-5380) and Certification form (HUD-5382) to each household member. VAWA not only protects women but all other resident residing in the unit that are victims of domestic violence, dating violence, sexual assault, or stalking. Within the next year, at the time of Annual Recertification, all residents will be given VAWA Form HUD-5380, Notice of Occupancy Rights under the VAWA, and the Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, VAWA Form HUD-5382, to inform residents of their rights under this law.

  These two forms are available in 14 languages on line at: https://www.hud.gov/program_offices/administration/hudclips/forms/.
Resident Selection Criteria, continued

**VAWA Protections for Residents** – A resident receiving assistance under this Section 8 program may not be denied assistance, terminated from participation, or be evicted from rental housing because they are or have been a victim of domestic violence, sexual assault, or stalking. If a resident or an affiliated individual of the resident is or has been the victim of domestic violence, any guest, they may not be denied rental assistance or occupancy rights under this Section 8 program solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault or stalking. VAWA protections includes protections of victims regardless of the victim’s age. Management is required to document and ensure confidentiality when assisting a family where the VAWA related crime is against a family member under the age of 18.

The VAWA protection includes all victims of domestic violence, dating violence, sexual assault or stalking regardless of sex, gender identity or sexual orientation.

In addition, victims may not be denied assistance as a result of being a victim of domestic violence, dating violence, sexual assault, or stalking.

1. Poor credit history
2. Criminal record
3. Poor Rental History
4. Failure to Pay Rent

**Certification and Documentation:** Certificate of Domestic Violence, Dating Violence, Stalking and Sexual Assault will be accepted in writing. In extenuating circumstances a verbal report will documented by an EHMI representative when the resident is unable to provide a written report a verbal request is acceptable. EHMI will meet with the Victim in a place or location that the victim feel safe and where the conversation cannot be overheard by others. Property Manager or EHMI representative’s observation of the victim.

**Confidentiality/Retention:** All information will be kept confidential from all household members any person not privy to this information or documentation without the written consent of the victim. All documentation including VAWA forms will be maintained in a secured file cabinet.
Resident Selection Criteria, continued

**VAWA Lease Addendum (HUD-91067):** All adult household members over the age of 18 must sign the VAWA lease addendum.

**VAWA Emergency Transfer Plan:** In accordance with VAWA, EMHI is required to implement a VAWA Emergency Plan and to outline the following in detail for all HUD multi-family properties.

1. **VAWA Protections**
2. **Qualifying for Emergency Transfers**
3. **EHMI’s Policy and Procedures for Emergency Transfers**
4. **Implementation of Emergency Transfer Plan**
5. **Partnership with Other Agencies**

The completed **VAWA Emergency Plan** can be reviewed during the hours between 8:30 a.m. to 4:00 p.m. Monday thru Friday.

**VAWA Housing Notice 2017-05:** EHMI is also required to have available the Housing Notice 2017-05, VAWA Reauthorization Act of 2013 during regular office hours or. This notice is available at [https://portal.hud.gov/hudportal/documents/huddoc?id=17-05hsgn.pdf](https://portal.hud.gov/hudportal/documents/huddoc?id=17-05hsgn.pdf)

- Based on the property’s regulatory agreements, ineligible applicants may not be admitted into the housing program.

The guidelines listed above are general guidelines and a full determination will be made upon full completion of the initial application.

**While other qualifications may apply,** the above mentioned has been established to reflect a condensed version of the Eden Housing Management, Inc. Resident Selection Plan, available upon request). Eden Housing Management Inc. may conduct additional verifications to determine the eligibility of the entire household.
Being eligible, however, is not an entitlement to housing. Every applicant must meet the Resident Selection Policy. This policy is used to demonstrate the applicant’s suitability as a resident using verified information on past behavior to document the applicant’s ability, either alone or with assistance, to comply with essential Lease provisions and any other rules governing tenancy.

Applicant signature ___________________________________          Date_______________

Co-Applicant signature________________________________           Date__________________