

**ST CLARE MANAGEMENT, INC.
TENANT SELECTION PLAN_**



Project Eligibility Requirements

1. Applicant must be the head of household and a person with a physical disability that affects their mobility.
2. Applicant’s household must meet low income and citizenship requirements.
3. Applicant’s household must provide proof of social security numbers.
4. Applicant’s household must meet all screening requirements.

I. Project Eligibility Defined

A. Head of the Household (HOH) - The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.

B. Physical Disability with Mobility Impairment - The HUD definition is: A physical impairment which (A) is expected to be of long-continued and indefinite duration, (B) substantially impedes his/her ability to live independently, (C) is of a nature that such ability could be improved by more accessible housing modifications.

The Federal Government requires the owner to verify that this person’s disability results in a physical impairment which requires adaptive housing. All of our facilities are wheelchair accessible, it is not MANDATORY that the client be in a wheelchair, but it does require that their disability affect their mobility in some way. Federal law authorizes aided housing for a person or family of a person who is physically handicapped and of legal age.

C. Income Limits – Extremely low income applicants will be selected from the waiting list first to occupy 40% of the number of units expected to be filled during the year to comply with HUD requirements. Subsequently, applicants will be selected from the top of the waiting list regardless of income, who still meet the income requirements.

HUD establishes income limits and revises them annually to ensure that federal rental assistance is provided **only** to low income families. Income limits are based on family size and the annual income the household receives.

Income Limit	Median Income for the Area
Low Income	80% of median income
Very Low Income	50% of median income
Extremely Low Income	30% of median income

D. Citizen – All applicants must either be citizens of the United States or have the proper paperwork from the Department of Homeland Security (DHS), allowing you residency in the United States. If this documentation is not available upon initial interview the applicant will be given 30 days to provide this. A declaration of citizenship form must be completed for each household member regardless of age. The applicant must also obtain a U.S. birth certificate or U.S. passport to verify their citizenship along with a state issued photo identification card.

E. Social Security Number Requirements – Applicants must provide social security numbers (SSN's) for all members of the household who are six years of age and older or if no SSN has been assigned the applicant must sign a certification stating that no SSN has been assigned. The applicants must provide documentation of SSN's. Adequate documentation means a social security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN as stated in Appendix 3 of the HUD handbook.

F. Screening Criteria – A review of an applicant's history to prohibit the admission of certain individuals who have engaged in drug-related criminal behavior, or are subject to a state lifetime sex offender registration program, or are individuals whose abuse or pattern of abuse of alcohol interferes with the health, safety, or the right to peaceful enjoyment of the premises by other residents. We will also screen for habit, conduct, or practices in present or prior housing such that this behavior indicates that the applicant will not be able to comply with lease requirements. The screening of live-in aides at initial occupancy and the screening of persons or live-in aides to be added to the tenant household after initial occupancy involve similar screening activities. Both live-in aides and new additions to the tenant household must be screened for drug abuse and other criminal activity on a yearly basis at time of recertification.

G. Student Eligibility – If an applicant (or current resident) is a part or a full time student at a Institution of Higher Education his/her eligibility will be determined at move in, initial and annual recertification and at the time of an interim recertification if one of the changes reported it that a household member is enrolled as a student at an institution of higher education.

Section 8 Assistance shall not be provided to any individual who:

- a) Is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate or other program leading to a recognized educational credential
- b) Is under the age of 24
- c) Is not married
- d) Is not a veteran of the United States Military
- e) Does not have a dependant child
- f) Is not a person with disabilities and was not receiving section 8 assistance as of November 30, 2005
- g) Is not living with his/her parents who are receiving Section 8 Assistance and

- h) Is not individually eligible to receive Section 8 assistance AND has parents (the parents individually or jointly) who are not income eligible to receive Section 8 assistance.

The student must meet **ALL** of the following criteria to be eligible:

- a) Be of legal contract age under state law
- b) Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy OR meet the US Department of Education's definition of an independent student
- c) Not be claimed as a dependant by parents or legal guardians pursuant to IRS regulations
- d) 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.)

II. Accepting Applications, Waiting List Selection & Moving into a unit

A. Applications will be processed in the order in which they are received and without regard to race, color, creed, religion, sex, national origin, familial status, or handicap.

B. When an individual inquires about the Clare Apartments, the staff will explain the eligibility requirements. If requested an introductory letter, application, and Certification of Disability form (COD) will be mailed to them or they may pick up forms from our office.

C. When applications are returned, the Certified Occupancy Specialist (COS) will verify that the forms are filled out correctly and completely. If they are not, they will be returned to the applicant along with a cover letter explaining what needs to be completed on the form.

D. If the application is complete a Certification of Disability will then be faxed over to the professional health care provider specified for verification purposes. When the Certification of Disability is returned the COS will proceed with the preliminary background check. (See E). Management agent will make 3 attempts to the health care providers specified to verify the disability. If after 3 attempts we have not received a response, we will reject the application. Applicant will be notified of rejection in a letter sent to address listed on application.

E. The COS will conduct a preliminary background check by entering all the adult members on the application into the Wisconsin Circuit Court Access Website (CCAP) and the National Sex Offender Public Registry (NSOPR). If the information obtained shows a disqualifying conviction, judgment, or eviction, within the last 5 years of the date the application was received, the applicant will be notified by letter of rejection noting the reason(s) and the appeal process available to them. If a member is found on the National

Sex Offender Public Registry, they will be disqualified and will be notified by letter noting the reason and the appeal process available to them.

F. If all household members pass the preliminary background check and the Head of Household's disability is certified by the specified healthcare provider, the application will be date and time stamped and then the applicant is then placed on the waiting list in order of the acceptance date. When the applicant's name comes near the top of any waiting list specified, they are contacted and offered the unit(s) for which they are eligible based on household size and composition.

G. It is the applicant's responsibility to ensure that we have the correct contact information on file. However, periodically we update our waiting lists by sending a letter to make sure we have current information (i.e., **phone number**, the number of members in the family, the amount of income, etc.) or to remove applicants who are no longer interested. If the applicant wants to stay on the waiting list, they must call or write to us within 14 days of the date listed on the letter or we will assume the applicant is no longer interested and will remove them from the waiting list.

H. Applicants will be contacted for available apartments according to the following procedure:

1. The first five applicants on the waiting list will be contacted by phone and in writing notifying them of the available unit and their position in line for the available unit.
2. Each applicant will have 7 business days to respond to the inquiry, view the apartment if they choose, provide current and complete landlord contact information for a reference check (if applicable) and accept an offer of tenancy. (Note: Failure to provide complete and correct landlord contact information if applicable, will result in the unit being offered to next qualified applicant.)
3. Each applicant that responds within 7 business days will be offered the unit(s) 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 any applicant responds after 7 business days they will be offered the unit(s) in the order that the request for the unit was made.
6. After 7 days the applicant will forfeit any rights to be offered the unit in the order that they appear on the waiting list. However, they will not lose their place on the waiting list for future offers.
7. If no response is received from the first 5 applicants within the 7 day time frame the next 5 applicants on the waiting list will be processed according to the procedures listed above.
8. Once a unit has been accepted, St. Clare Management will conduct a credit, criminal and landlord background check to determine eligibility. (See V. Applicant Screening)
9. If the unit was offered to an ineligible applicant, the unit will be offered according to the above procedures.

10. Applicants will be removed from the waiting list if they turn down an available unit on 3 separate occasions.

MOVING INTO A UNIT

- 1) The applicant must be able to move into the unit no later than the 1st of the month following a 30 day notification to their current landlord from the date the unit was offered.
- 2) Unit will not be held for more than 60 days from the date the offer was made.
- 3) If a unit was accepted and held for more than 5 business days and subsequently turned down by the applicant, the applicant will be removed from the properties waiting list. Applicant must reapply and placed at the bottom of the waiting list to be considered for future availabilities.

III OPENING AND CLOSEING OF WAITING LISTS

1. Closing-The waiting lists will be closed when management recognizes that there are applicants that have been on a waiting list for over five years. The waiting list will then be closed and applications for that particular project will no longer be accepted. Notice of this action will be provided to the general public as required by HUD regulations.

2. Opening-When it is recognized that an applicant who has been on a closed waiting list for 6 months or less and has already reached the top of the list or if there are less than ten people on a closed waiting list, notice that the waiting list is opening will be provided to the general public as required by HUD regulations.

IV. Applying Preferences

A. Extremely low income applicants will be selected from the waiting list first to occupy 40% of the number of units expected to be filled during the year to comply with HUD requirements. Subsequently, applicants will be selected from the top of the waiting list regardless of income who meet income eligibility requirements.

B. Tenants who already reside in an efficiency unit at Clare Towers and wish to transfer to a one or two bedroom unit within Clare Towers will go to the top of the waiting list as long as they meet ALL of the requirements listed below:

- 1) The tenant must have completed one year of occupancy in the apartment they are currently residing in.
- 2) Tenants must be current on their rent payments. This means that their rent is paid up for the present month and there have not been more than one late rent payment in the last twelve months.
- 3) Must meet the same criteria as new applicants at the time an apartment becomes available. **(Refer to IV. Applicant Screening and VII. Tenant Transfer Policies)**

C. Tenants who are in need of housing due to a hospital or nursing home confinement will be given preference over other tenants on the waiting list provided that they meet all eligibility requirements and that a current Clare Tower's Resident is not on the waiting list for an apartment.

D. Current Clare Housing tenants who are seeking a transfer based on a reasonable accommodation will be given preference over all other applicants. If more than one St. Clare Management tenant is in need of a unit based on a reasonable accommodation need, the tenant will be selected based on the time and date that the request was made.

ORDER OF PREFERENCES:

- 1) St. Clare Management tenants that require a transfer based on a reasonable accommodation will be placed first.
- 2) St. Clare Tower's tenants that reside in an efficiency apartment and wish to move to a one or a two bedroom within Clare Towers will be considered second.
- 3) Applicants that currently are without housing who are currently residing in a nursing home, hospital or skilled care facility who meet all other criteria will be considered third.
- 4) Extremely low income applicants for the first 40% of the units as required by HUD.
- 5) 1st available person on the waiting list regardless of income provided they meet the HUD income requirements.

V. Applicant Screening

Once eligibility has been determined based on the criteria set forth by HUD regulations, management will evaluate each applicant using its tenant screening criteria. Management will deny admission to any otherwise eligible applicant whose habit, conduct or practices in present or prior housing has been such that their behavior indicates that the applicant will not be able to comply with lease requirements. Relevant information regarding past activities will be considered including but not limited to:

A. An applicant's past performance in meeting financial obligations, especially rent. All qualified applicants will be screened for credit history, evictions, drug arrests, and complaints from prior housing providers.

- 1) Qualified applicants who have no prior leasing experience of their own and no credit or stable employment will be given all due consideration with acceptable personal references.
- 2) Applicants will be rejected if their credit report shows a credit score of less than 500.
- 3) An applicant that has no score due to lack of credit history will not be rejected based on the credit score requirement.
- 4) Applicants will be rejected if the total amount currently in collections is \$3000.00 or more.
- 5) Extenuating circumstances will be considered in the case of medically related debt.

- 6) Applicants who have balances placed for collection by a utility company must verify that they will be able to get **utility service** in their own name at time of move-in.

B. An applicant's capacity to comply with the terms of the lease agreement.

Management will deny tenancy to applicants and terminate existing tenancy with one or more of the following within 5 years of the date the application was received.

1. Repeated (2 or more) serious violations of prior lease agreement, as verified by prior landlords or eviction for any reason.
2. Reports from previous landlord(s) of significant complaint levels of noncompliance activity including disturbing neighbors, gambling, prostitution, drug dealing, or drug manufacturing, damage to property, violence or threats of violence against landlord or neighbors, and allowing person not on the lease to reside on the premises.
3. Previous landlords would be unwilling to rent to applicant again for any other reason pertaining to the behavior of the tenant or allowed on the property during their tenancy.
4. Unable or unwilling to provide complete and accurate landlord contact information for the purpose of obtaining a landlord reference request as outlined in II (H), if applicable.

C. The conviction of drug related and other criminal activity within the last five years of the date the application was received of the applicant or member of the applicant's household in any state or federal court for:

- 1) Any misdemeanor crime against personal property or crime against a person.
- 2) Drug related activity or violent criminal activity.
- 3) Possession of an unregistered firearm, possession of an illegal weapon, or reckless use of a weapon.
- 4) Other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, the owner or any employee, contractor, subcontractor of the landlord who is involved in housing operations.
- 5) Any household containing a member(s) who was evicted from Federally Assisted Housing for drug related criminal activity.
- 6) If applicant or applicant's household are registered on the Lifetime Sex Offender Registration Program they will not be eligible to live in any of the apartments managed by St. Clare Management.

Note: If an appeal meeting was granted and approved ONLY the item that was granted in the appeal will be taken into consideration. Any other item(s) will consider in the termination or rejection process.

VI. Application Rejection & Appeal Process

- A.** If an applicant is rejected for one or more disqualifying criteria a letter of rejection and an Appeal Request Form will be mailed specifying the reason for the rejection and notifying the applicant of their right to appeal the rejection within 14 days of the date that is listed on the letter.
- B.** The Appeal Request Form that is included with the letter of rejection will need to be completed and returned within 14 days of the date that is listed on the letter.
- C.** If the applicant **has** provided a sufficient explanation and documentation within the 14 days, Management will reconsider their application and call to schedule an appointment for an appeal.
- D.** Management will send the applicant a final decision in writing within 5 business days of the completion of the meeting. If the application is accepted, the applicant will be placed on the waiting list from the date the application was first received. If the application was not accepted, the applicant will receive a letter stating the reasons for the final decision of rejection.
- F.** If Management **does not** receive the Appeal Request Form within the 14 days of the date listed on the initial letter, the application will be rejected and this decision will be final.
- G.** If the applicant has provided the Appeal Request Form within the 14 days of the date listed on the letter, but still has not provided a sufficient explanation and/or documentation, the applicant will receive a letter stating the final decision of rejection.

VII. Occupancy Standards

- A.** Households with more than three unrelated adults will not be permitted with “unrelated” being defined in the local code of ordinances regulating boarding houses.
- B.** Household size is limited to no more than two people per bedroom. Children over the age of one year will be counted as a separate person for the purpose of establishing the maximum number in the household. Children over the age of one will not be required to share a bedroom with a parent.
- C.** Unborn children and children in the process of adoption will be counted as a household member when determining the number of bedrooms a potential tenant will be eligible to occupy.
- D.** Married adult household members will be required to share a bedroom for purposes of establishing household limits. Two unrelated adults will not be required to share a

bedroom when determining occupancy size. Live-in aids may but are not required to share a bedroom with the tenant.

E. Tenants who wish to be foster homes for children must present documentation from a foster care placement agency verifying that the tenant is an approved foster placement and would get a placement in order to be eligible to move into a two bedroom unit.

VII. Live-in Aid's

A. Live in aids are classified as a person who resides with one or more elderly persons, near elderly persons or persons with disabilities, and who:

- a) Is determined to be essential to the care and well-being of the persons;
- b) Is not obligated for the support of the persons; and
- c) Would not be living in the unit except to provide the necessary supportive services

B. The need for a Live-in aid must be verified by a medical professional.

C. The Live-in aid will be screened at move in, annually and at the discretion of the management company for any criminal or inappropriate activity that is prohibited by our Tenant Selection Plan or house rules. If the Live-in aid or prospective live-in aid is found to be ineligible based on our eligibility criteria (see V.C), they will be denied or be asked to vacate the premises and that the tenant find a replacement. Please note, that tenant is responsible for the actions of all household members and eviction can result based on the actions of the live-in aide and failure to remove them from the property if required.

D. If the tenant or applicant currently is residing or moving into a 2 bedroom unit based on the need for a live-in aid but does not have a live in aid, the tenant/applicant will have 3 months to fill this position. If after 3 months, they are still residing in a 2 bedroom unit without a live-in attendant, they will be transferred to the next available 1 bedroom unit when a 2 bedroom is needed and verified by another applicant or tenant. Refusal to transfer to a size appropriate unit, will result in the termination of tenancy.

E. Relatives may be considered live-in aids if they meet the criteria listed above and only qualifies for occupancy as long as the individual needing supportive services requires the aide's services and remains a tenant. They DO NOT qualify for continued occupancy as a remaining family member.

F. Live-in aide's/attendants do not qualify for continued occupancy after the tenant vacates the unit or is confined to a medical facility, regardless of their relationship status.

VIII. Unit Transfer Policies

A. Transfers between units are not allowed unless it is a reasonable accommodation verified by a medical professional.

B. Tenants may place their name on a waiting list if they choose to transfer to another St. Clare Management location. Their application will be considered a “new application”, they must meet all criteria established for new move in, and their name will be placed on the waiting list according to the accepting applications procedures set forth in Section II. *Exception: Any transfer applications that were received **prior to** 11/01/2007 will be allowed and given move in preference, provided that the tenants meet the following criteria:*

- 1) The tenant must have completed one year of occupancy in the apartment they are currently residing in.*
- 2) Tenants must be current on their rent payments. This means that their rent is paid for the present month and there has not been more than one late rent payment in the last twelve months.*
- 3) Must meet the same criteria as new applicants at the time an apartment becomes available. (Refer to IV. Applicant Screening)*

IX. Reasonable Accommodation/Modification Policy/Fair Housing/Section 504

A. Management will not discriminate against applicants based on race, color, religion, sex, disability, familial status, or national origin.

B. Screening criteria will be uniformly applied to all applicants.

C. Application materials will be made available in alternate languages or forms at the request of the applicant.

D. Auxiliary devices/aids as well as an interpreter will be made available at the request of the applicant as necessary to complete the application process.

E. Exceptions to the rules, policies, as well as the lease may be made verbally, in writing, or by completing a Resident’s Request for Accommodation Form. A Verification of Need for Reasonable Accommodation Form needs to be completed by a medical professional, unless the disability related need is obvious to a reasonable person. If the request is made verbally, staff will document the request for the file. The request will be approved if the need is verified and does not cause an undue financial or administrative burden on the project. If the request is denied the tenant will be notified in writing and can request an appeal.

X. Unit Inspections

A. Move in inspection - performed with the tenant and owner during the day of the initial move in to assure that the unit is in livable condition and free of damages. It is also an opportunity to explain to the new residents the tenant's responsibility for damages caused to the unit by family members and visitors by discussing the house rules and show how to operate the appliances and equipment in the unit. Both the management and the tenant must sign and date the inspection form. The tenant has 10 days to report any additional deficiencies to management to be noted on the move in inspection form.

B. Move out inspections – Upon the unit being vacated by the tenant, management will perform a move out inspection to ensure that there are no damages to the unit. Management will list damages on the move out form and compare with the move in form to determine if the damages are reasonable wear and tear or excessive damage caused by the tenant's abuse of negligence. The tenant will be given prior notice of the move out inspection and will be allowed to accompany the owner if the tenant chooses.

C. Unit inspections – Annual unit inspections are performed by management and physical inspections are performed by HUD and/or HUD contractors. Management will perform unit inspections on at least an annual basis to determine whether the appliances and equipment in the unit are functioning properly and to assess whether a component needs to be repaired or replaced. This is also done to determine any damage to the unit caused by the tenant's abuse and negligence and, if so, make the necessary repairs, and bill the tenant for the cost of the repairs. HUD or its authorized contractors has the right to inspect the units and the entire property to ensure that the property is being physically well maintained. These inspections assure HUD that owners are fulfilling their obligations under the regulatory agreements and/or subsidy contracts and those tenants are provided with decent, safe, and sanitary housing.

Note:

Management reserves the right to inspect any unit, at any time after serving the proper notice, if we suspect that the members of the household are in non-compliance with lease requirements regarding (but not limited to) unsanitary or unsafe living conditions, unreported household composition or criminal activity.

*Management will comply with state regulations regarding the proper notice for entry to the tenants unit.

XI. Tenant Selection Plan

A copy of St. Clare Management's Tenant Selection Plan (TSP) and any changes made to it will always be available at our office and upon request. Applicants will be notified of any changes made to the TSP during the Pre-placement Interview which is given only when an applicant comes near to the top of the waiting list.

XII. Security Deposit Requirements

Security Deposit should be equal to the Total Tenant Payment (TTP) or a minimum of \$50, whichever amount is greater.

***Pet owners** will be subject to pay \$300 security deposit and fill out a pet application for each pet. Upon approval of the application the potential tenant will be expected to pay \$50 towards the deposit and \$10 per month until the full deposit is paid.

XIII. Maintenance/Repair/Replacement Fee Schedule

Kitchen:

- Refrigerator-**\$25.00**
- Oven Not Cleaned **\$25.00**
- Stove Drip Pans **\$10.00 (4)**
- Refrigerator not defrosted or cleaned out **\$25.00**
- Racks missing **\$Replacement cost**
- Crisper gone/broken **\$Replacement cost**
- Seals gone/broken **\$Replacement cost**
- Ice Trays missing or unusable **\$Replacement cost**
- Drain Covers (sink or disposable) **\$Replacement cost**
- Burns, stains or tears in linoleum **\$Replacement cost** (less depreciation)
- Cabinets Damage **\$Replacement cost**
- Countertops not repairable or not cleanable **\$Replacement Cost**
- Refrigerator-**\$25.00**
- Cleaning (see below)

Closets

- Not cleaned out **\$15.00 per closet**
- Shelves/rods missing **\$Replacement Cost**

Electrical

- Light Switches **\$5.00 per device**
- Thermostats **\$Replacement Cost**
- Heating Covers **\$Replacement Cost**
- Face Plates **\$Replacement Cost**

Smoke Detectors

- damaged or missing **\$Replacement Cost**
- Breaker Boxes **\$Replacement Cost**

Carpets & Linoleum

Cigarette Burns, stains or tears **\$Replacement Cost**

Bathroom

- Toilet not cleanable or repairable **\$Replacement Cost**
- Toilet seat not cleanable or repairable **\$Replacement Cost**
- Sink/counter not cleanable or repairable **\$Replacement Cost**
- Tub/shower not cleanable or repairable **\$Replacement Cost**
- Tub/shower surround not cleanable or repairable **\$Replacement Cost**
- Tub stopper missing or broken **\$Replacement Cost**

Doors & Windows

- Doors missing or damaged **\$Replacement Cost**
- Screens missing or damaged **\$Replacement Cost**
- Blinds missing, damaged or not cleanable **\$Replacement Cost**
- Curtain Rods missing or damaged **\$Replacement Cost**

Keys

- Change Locks due to keys not being returned **\$50.00**
- Fabs not returned **\$25.00 (Per Fab)**
- ASSA Key **\$12.50 (Per key)**
- Primus Key **\$7.50 (Per key)**
- Mailbox Key **\$5.00 (Per Key)**
- Mailbox Lock **\$15.00**
- Storage Key **\$5.00 (Per Key)**
- Apartment Key **\$5.00 (Per Key)**

Miscellaneous

- Light fixtures missing or damaged **\$Replacement Cost**
- Abandoned Furniture **\$Actual Cost of City Pickup**
- Garbage not placed in the proper receptacle **\$25.00**
- Damaged walls, floors and ceilings **\$Actual Cost of Repair**
(Includes holes, writing, burns etc...)

General Cleaning

General cleaning includes cleaning and removal of trash and personal belonging. Cost of removing larger items subjected to an additional charge based on actual costs to have items removed.

\$25.00 charge for the 1st hour

\$15.00 each additional hour there after

Note: Any item that is not specifically addressed will be billed at ACTUAL REPAIR &/OR REPLACEMENT COST.