



Owner's Applicant Screening Criteria



Properties Deemed as Multi-Family which includes Elderly, Handicap and Disabled applicants.

Credit Screening Criteria:

Owner/Management requires a credit check on all applicants

The following criteria will be used in determining whether an applicant's credit is approved or rejected for housing.

- a) Credit report is required on each applicant through the Credit Information Service, by Online Rental Exchange. The address is PO Box 1489, Winterville, NC 28590 (Toll Free # 877-262-6851). Website is <http://www.onlineis.com/consumers>.
 1. Credit Score of 575 or greater; the absence of a credit rating will not adversely affect the credit score and will not hinder the application process.
 2. Any amount owed to any property management company or landlord listed under Exchange hits, filed as a judgment, charged off, collections, late pays will be rejected.
 3. Applicants who participate in the Key Rent Subsidy administered by DHHS will not be rejected based solely on credit and/or landlord history score of 575 or greater.

Consideration **will** be given to extenuating circumstances regarding an applicant's credit history such as hardships, medical, disputes, settlements/paid off accounts, with creditors. The applicant will need to submit reliable written evidence of circumstances beyond the applicant's control that caused the credit to be bad. It is not the management company's responsibility to inquire about possible extenuating circumstances or mitigating factors: The burden of proof to present documentation of unusual circumstances rests entirely with the applicant.

Criminal/Drug/Alcohol/Sex Offender/Homeland Security Terrorist Watch List Background Check Screening Criteria:

Owner/Management requires a criminal record check on all applicant household members and live-in aides. It is our policy not to rent to applicants, applicant's household members or live-in aides whose criminal history indicates a tendency towards physical violence, harassment, endangering the safety of others, or interfering with the quiet enjoyment of others, or any other activity that could disturb the residents of our communities.

These activities may include, but are not necessarily limited to, the following:

- a) Consideration will be given to extenuating circumstances if applicant submits reliable written evidence of circumstances beyond the applicant's control that caused the conviction or pending charges for misdemeanors. It is not the management company's responsibility to inquire about possible extenuating circumstances or mitigating factors. The burden of proof to present documentation of unusual circumstances rests entirely with the applicant.

The mandatory exclusion period for violent misdemeanors will not exceed two (2) years. For violent misdemeanors, an individualized assessment period will commence once the mandatory exclusion period of two years (2) is met. There is no limitation or end to the individualized assessment period for persons convicted of violent crimes.

For non-violent misdemeanors, an individualized assessment period will not exceed five (5) years. If the individual only has convictions of nonviolent misdemeanors and the last conviction was more than five (5) years then the past criminal convictions should not be held against the applicant.

The mandatory exclusion period for violent felonies will not exceed five (5) years. For violent felonies, an individualized assessment period will commence once the mandatory exclusion period of five (5) years is met. There is no limitation or end to the individualized assessment period for persons convicted of violent crimes.

For non-violent felonies, an individualized assessment period will not exceed seven (7) years.

Felony convictions involving the sale or manufacture of a controlled substance may have an automatic exclusion period that should not exceed five (5) years. An individualized assessment period after the mandatory exclusion period (5 years) should not exceed ten (10) years. (If the individual has not had a conviction in the past ten (10) years then the individual's criminal history should not be held against them.)

NOTE: Applicants who have pending charges for misdemeanors (other than minor traffic violations) or felonies will not be approved or rejected for an apartment until the pending charges have been resolved.

- b) Any conviction of or arrest which is currently pending court trial: must be left on the waiting list until judgment is handed down. Applicant must provide proof of court decision.

Past and Present Landlord References:

Owner/Management requires a past and present landlord reference check on all applicant household members and live-in aides. Owners must not reject an applicant household or live-in aide for lack of rental history.

An applicant household member or live-in aide will be rejected for tenancy for any of the following reasons:

- a) Anyone (1) history of "Skip" from any housing unit. (Excludes live-in aides).
- b) Anyone (1) history of an "eviction" from any housing unit.
- c) Any three (3) late payments of rent within a twelve (12) month period from any housing unit. (Excludes live-in aides).
- d) Anyone (1) outstanding balance owed from any previous occupancy in a housing unit. (Excludes live-in aides).
- e) The applicant or any member of the household was destructive to the housing unit or surrounding public areas.
- f) Any record of disturbance of neighbors or other disruptive behavior by the applicant or any member of the household or guest.
- g) Any record of a willful or serious misrepresentation in the application procedure for the housing unit or for any other governmentally assisted housing unit.
- h) Any unauthorized alteration, redecoration, painting or wallpapering in any housing unit.
- i) Any obvious signs of maintenance needed in the care of the unit that resident failed or neglected to report to prior landlord.
- j) Any obvious signs of excessive trash or garbage accumulation at prior housing unit.
- k) Any prior actions or activities while on any property managed by DTH Management Group, Ltd. that disturbs the safety and/or quiet enjoyment of our apartment communities.
- l) Any Landlord reference that states no to the question would you rent to them again?
- M) Violence Against Women Act of 2005:
 - Landlords may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse.
 - Landlords may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse.
 - Landlords may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other

supporting documentation within the specified timeframe may result in eviction.

Alternate Documentation: In lieu of HUD form 91066, the following may be provided – (1) A federal, state, tribal, territorial, or local police or court record; or (2) Documentation signed by an employee, agent or volunteer of a victim service provider, an attorney or medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of abuse, in which the professional attests under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident(s) in question are bona fide incidents of abuse, and the victim has signed or attested to the documentation.

- N) **Request for Reasonable Accommodation(s):** Persons with disabilities may submit a request for a reasonable accommodation. All requests should be submitted to the Landlord in writing. If assistance in submitting a request is needed, please contact the Site Manager. Landlord reserves the right to verify request through a qualified third party. If third party verification is requested, Tenant will complete a form provided by Landlord. All requests will be responded to within 30 days of obtaining the necessary information. For additional information concerning Reasonable Accommodation Request, please put your request for additional information in writing to DTH Management Group, Ltd., PO Box 1567 in Dunn, NC 28335 to the attention of Chief Executive Officer.
- Upon request for a reasonable accommodation, Management will provide the applicant a Request for Accommodation form that they may use to make their request. However, a form cannot be required. The available unit will be held for the applicant requesting the accommodation until Management decides whether to approve or deny the request. If the request is denied, the applicant will be notified in writing and given eight (8) calendar days to appeal Management's decision, during which time the available unit will not be rented to another qualified applicant.
- O) **Screening Policy:** Acceptance of Applications: Applicant(s) are welcome to apply in person at the property office, or you can mail your application.
- P) **Rejection of Application(s):** If Applicant(s) does not meet the Criminal, Drug, Alcohol, Sex Offender, Homeland Security terrorist watch list background check, eviction and Landlord checks, you will be notified by certified mail or hand delivered in person (with signature obtained) within 10 days of receipt of your completed application. Specific reasons for the rejection of the application will be listed on the letter as well as the contact information for the Third Party. Applicants have the right to request a reasonable accommodation if the applicant(s) is disabled and feels that they have grounds to be granted a reasonable accommodation.
- Q) **Grievance and Appeals Policy:** Applicant(s) that are rejected can responded in writing or schedule a meeting with management to discuss the reason you were rejected within (14) days from the date of this letter.

Tax Credit Income Limits:

The Tax Credit Income limits are posted on the bulletin board in the Community Manager's Office. The property is in Randolph County
Please ask for assistance from our Staff if you are unable to locate either of them.

This Property receives Tax Credits.

Student Rules for Tax Credit Communities:

Students include those attending kindergarten through a PhD and all other types such as barber/beauty, police academies, technical, trade, mechanical schools, online classes.

- A. House contains at least one occupant who is not a student and has not been or will not be a student for five months or more out of the current and/or upcoming calendar year (months do not need to be consecutive). If checked, no further information is necessary.
- B. Household contains all students but is qualified because the following occupant's is/are part-time student(s). Verification of part-time student status is required for at least one resident

- C. Household contains all FULL-TIME students for five or more months out of upcoming calendar year (months need not be consecutive). If you have been a FULL-TIME student(s) for 5 or more months one of the following must apply to your household:

1. The students must be married and entitled to file tax return (Required documentation: Marriage certificate or tax return)
2. At least one student is a single parent with child(ren) and this parent is not a dependent of someone else, and the child(ren) are not a dependent of someone else other than a Parent” (Required documentation: divorce or child custody agreement or parent’s most Recent tax return)
3. At least one student is receiving Temporary Assistance to Needy Families (TANF)?
4. At least one student participates in a program receiving assistance under the Job Training Partnership Act, Workforce Investment Act, or under similar federal, state or Local program? (Required documentation: verification of participation)
5. The household consist of at least one student who was previously under foster Care. (Required documentation: verification of participation)

Full-time student household that are income eligible and satisfy one of the 5 above conditions or exceptions are tax credit eligible. If any of the questions 1-5 are marked NO, or verification is missing or does not support the exception, the household is considered an ineligible student household.

Management must be notified immediately of any changes in the student status of any household member. All household members 18 years of age or older must execute and date the Annual Student Form.

Number of Household Occupants:

1. One-bedrooms Minimum of one (1) person and Maximum of three (3)
2. Two-bedrooms Minimum two (2) and Maximum of five (5).
3. Three-bedrooms Minimum of three (3) and Maximum of seven 7.
4. Four-bedrooms Minimum of four (4) and Maximum of nine (9),

Note a household will be eligible for a larger unit for the following reasons:

1. The household is in the process of obtaining custody of a child(ren).
2. The household needs a larger unit due to medical reasons.

Waiting List Policy:

Each Property will maintain one waiting list that follows the below guidelines.

When an application packet is submits to the Community Office the following will occur:

1. All applications, whether complete, eligible, or ineligible will be placed on the appropriate community waiting list. The waiting list will document the final disposition of all applications (rejected, withdrawn, or placed in a unit).
2. The date and time a complete application was submitted will be recorded on the waiting list and will establish priority for selection from the waiting list. If an applicant submits an incomplete application, they must be notified in writing within 10 days of the items that are needed for the application to be complete and that priority will not be established until the additional items are received.
3. The race and ethnicity of each applicant shall be recorded on the waiting list. This information is collected for statistical purposes only and is not used when making edibility determinations or in any other discriminatory manner.

Selecting Applications from the Waiting List:

Once an applicant has submitted a complete application and signed a form authorizing the borrower to verify income, the date and time must be recorded on the waiting list to establish priority for the selection. Selection from the waiting list will be made according to date and time in the following order:

1. Very low-income applicants.
2. Low-income applicants.
3. Moderate income applicants.

Borrow must notify applicant of a completed application within 10 calendar days in writing that they have been selected for immediate occupancy, placed on a waiting list, or rejected.

Applications will remain on the waiting list in the order they were received. Applicants that do not meet the Tenant Selection Plan criteria (Rejected) will be notified within 10-days of the application being submitted. Applicant(s) have ten (10) calendar days after receipt of notice to request a hearing in accordance with

Tenant Grievance and Appeals Procedures. You will need to contact the Community Office to schedule an appeal. Applicants that withdraw from the waiting list will receive a Status Notification in writing confirming their withdrawn applicant from the waiting list.

Waiting list will be purged every three years or when the Community/Property has a Compliance/Supervisory Review, where the appropriate government agency signs off on the current waiting list. A new waiting list will begin with any applicants that remain on the old waiting list that have not been placed in a unit, have not been approved or rejected at time of review.

Waiting list should never be closed to any Applicant that wishes to apply to the community.

DHHS units for this property is Eleven (11)

Management will notify DHHS when an available unit is coming available. Property will hold the vacant unit open for referrals from DHHS for a period of 30-days starting from the date property management enters the vacancy in the V&R System.

DHHS applicants get priority on the waiting list for the qualified three units held for Target Applicants.

Priorities for Units:

A. Exceptions to Income Standards Assignment Policies:

While basic standard is to house all very low-income applicants prior to low-and then moderate-income applicants, there are situations where this process may be bypassed. However, an individual in one of the situations identified below would not be eligible for housing before applicants on the waiting list for a lower income category.

1. If the unit is a handicapped accessible unit, then an eligible household that needs the feature of that unit will receive priority over all other applicants, regardless of income. If more than one applicant needs the features of the handicapped accessible unit, then applicants who are very low-income would priority, followed by low-and then moderate-income households.
2. Borrowers with projects receiving low-income housing tax credits (LIHTCS), may leave a housing unit vacant if they are required to rent the available unit to an LIHTC-eligible applicant, and none of the applicants on the waiting list meet the applicable LIHTC eligibility requirements.

Letter of Priority Entitlement (LOPE),

A letter issued by the Agency providing a tenant with priority entitlement to rental units in other Agency-financed housing projects for 120 days from the date LOPE. Persons displaced by Agency action, or displaced persons in a Federal declared disaster area have priority over all other applicants of the individual applicant's income group.

B. Assignment of Rental Units Accessible to Individuals with Disabilities:

If a rental unit accessible to individuals with disabilities is available and there are no applicants that require the features of the unit, the borrower may rent the unit to a non-disabled tenant under the following conditions:

1. The borrower must include a provision in the lease requiring the tenant to vacate the unit within 30-days of the notification to an appropriately sized unit within the project, if one is available from management than an eligible individual with disabilities requires unit:

2. The unit has been marked as an accessible unit.
3. Outreach has been made to organizations representing the disabled.
3. Marketing of the unit as an accessible unit continues after it is rented to a tenant who is not in need of the special design features.

Continuing Process for moving into a rental unit:

Once an applicant has been informed that their applicant has been approved for the next available apartment. Management will follow up the notification with an Application Status Notification letter. This letter notifies the applicant that they have ten (10) days from the date on the notification to contact the Community office regarding the apartment. The notification also explains that the applicant has 10 days to respond or the next qualified applicant will be notified.

Nondiscrimination Statements:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, familial status, disability. ...

In accordance with North Carolina Nondiscrimination Statement: Prohibits discrimination on the grounds of race, color, ethnicity, sex, National Guard or veteran status, sexual orientation, and gender identity or expression.

The Fair Housing ACT:

The Civil Rights Act of 1968, also known as the Fair Housing Act, was passed to address a legacy of segregation and discrimination in housing markets throughout the United States. Together with subsequent amendments and additional laws, it has provided an avenue of redress for housing discrimination based on race, color, national origin, religion, sex, familial status and disability.

Housing providers can be held liable for housing discrimination based primarily on three grounds:

Intentional discrimination. This is discrimination based on a housing provider treating a person differently because of his or her membership in a protected class. For example, if a provider refused to rent to a person because he or she had AIDS, or if a provider charged a family a higher deposit because their child had ADHD or a developmental disability, that would be intentional discrimination based on disability.

Discriminatory effect. This is discrimination a housing provider does not do intentionally, but nonetheless impacts persons of a protected status disproportionately. This type of discrimination is sometimes called “disparate impact” discrimination. For example, if a provider required all prospective tenants to have employment income and would not consider a person’s income from disability payments, that would be unlawful discrimination because it would have a disparate impact/discriminatory effect based on disability.

Strict liability. In certain circumstances, a housing provider may be held liable for certain actions that are deemed discriminatory. For example, if a provider makes an oral statement or prints advertising indicating a preference or limitation based on disability (e.g. “I don’t allow people on psychiatric medications”) or refuses to grant a reasonable accommodation or reasonable modification to a person with a disability, that is a violation of fair housing laws regardless of whether the provider intended to discriminate or not.

The purpose of this Guide is to help landlords, property managers and others understand a very specific part of fair housing law; namely What obligations they have under the law in relation to tenants, prospective tenants, or people with disabilities who are associated with tenants or prospective tenants.

Three federal laws and one North Carolina state law specifically prohibit housing discrimination against rental applicants or tenants because of a disability.
The federal laws are:

1. the Fair Housing Act of 1968 as amended in 1988 (“Fair Housing Act”), which prohibits discrimination based on race, color, religion, national origin, sex, familial status or disability and requires landlords to make reasonable accommodations and modifications for tenants with disabilities;
2. the Americans with Disabilities Act (“ADA”), enacted in 1990, which prohibits discrimination on the basis of disability in government-funded programs, including housing programs (Title II), as well as public accommodations (Title III). Under Title II, certain federally funded housing providers, including federally funded homeless shelters must provide reasonable accommodations and modifications.
3. Under Title III, portions of private housing open to the public, such as rental or leasing offices, and other on-site locations used by the public, must be accessible to persons with disabilities; and
4. Section 504 of the Rehabilitation Act of 1973 (“Section 504”), which prohibits discrimination in certain federally funded housing programs.

The North Carolina law is:

the State Fair Housing Act, which is substantially equivalent to the federal Fair Housing Act. Depending on when a unit of rental housing was built and whether its construction was funded from certain federal sources (see Box 1 on page 16), some or all of the fair housing laws mentioned above may apply. While other laws and local ordinances may also apply, this Guide is intended to inform readers of the rights provided to tenants with disabilities by these fair housing laws, and their reasonable accommodation and modification mandates.

Defining “Persons with Disabilities”

According to the laws, persons with disabilities include those:

- with a physical or mental impairment that substantially limits one or more major life activity;
- with a record of having such an impairment; or
- regarded as having such an impairment whether they have the impairment or not.

The following persons are not included in the definition of disability:

- persons currently engaging in the illegal use of a controlled substance;
- persons convicted of the illegal manufacture or distribution of a controlled substance;
- persons whose sole basis for claiming to be disabled is that the person is a “transvestite”;
- persons whose tenancy would constitute a “direct threat” to the health or safety of other individuals or whose tenancy would cause substantial physical damage to the property of others; and
- juvenile offenders and sex offenders, by virtue of their status.

The definition of “disability” under fair housing laws is broader than the disability definition under regulations covering eligibility for federally subsidized housing programs (such as Section 811) or federal disability benefits (such as SSI).

Determining Prohibited Conduct:

Fair housing laws prohibit the following actions:

1. discrimination in the rental of housing because of the disability of the renter, a household member, or a person associated with the renter.
2. discrimination in the terms or conditions of rental, or in the provision of services or facilities, because of a disability of the renter.
3. inquiries to determine whether a tenant or person seeking to rent a dwelling unit has a disability.
4. denying a reasonable accommodation or reasonable modification; and
5. discriminatory advertising

Individuals with Visual, Speaking, or Hearing Impairments

It is our policy to ensure that individuals with visual, speaking, or hearing impairments can effectively communicate with them. This may occur with written documents read to them, large printed forms or provided in an electronic format, Telecommunications Relay Service (TRS). Internet and cell phones may be used when persons with disabilities can communicate and made more TRS options available to serve users with different needs and circumstances. TRS can be used by calling the 7-1-1 Relay Center, where a specially trained operator relays messages between the relay user.

Limited English Proficiency (LEP)

It shall be the policy of DTH Management Group, Ltd. and **Littleton Elderly Estates** to ensure that persons with Limited English Proficiency (LEP) shall not be discriminated against nor denied meaningful access to, and participation in, the programs and services provided by any funding agent. In order to ensure meaningful access and participation for LEP persons, management shall notify such persons that language services are available to them at no cost and shall take reasonable steps to see that language services are provided according to the provisions of USDA Rural Development Services’

Requests for Reasonable Accommodations:

Upon receiving a request for a reasonable accommodation, the landlord should consider taking the following three steps. If a landlord denies a request for a reasonable accommodation, and the requesting individual files a complaint, the landlord’s defense will rest upon proving that these steps were taken before the request was denied.

1. In requesting an accommodation, the requesting individual has disclosed that he or she has a disability. If the disability is obvious or otherwise known to the housing provider, no further inquiry should be made into the disability, and the person with a disability should not be required to obtain proof or verification of it. If the disability is not apparent, the landlord may ask for verification that the tenant has a disability as defined by the Fair Housing Act.
2. Establish that the accommodation is necessary. Verify that the requested accommodation will enable the requesting individual to have equal opportunity to use and enjoy a dwelling unit, including public and common use areas.
3. Determine that the accommodation is reasonable. Evaluate whether implementing the accommodation would impose an “undue burden” or result in a “fundamental alteration” of the nature of the housing program. Once an accommodation is determined to be reasonable, the landlord cannot – directly or indirectly – impose the expense of providing the accommodation onto the tenant.

Once an accommodation is determined to be reasonable, the landlord cannot – directly or indirectly – impose the expense of providing the accommodation onto the tenant. For example, a landlord cannot require a person with a service animal to pay a pet deposit. Expenses incurred in providing reasonable accommodations must be paid by the landlord. It is recommended that requests for reasonable accommodations be made in writing, though this is not required.

Defining Reasonable Modifications:

A “reasonable modification” is a change in the physical structure of a dwelling that allows a person with a disability to fully use and enjoy the dwelling. The change can be to the interior of a housing unit or to common or other public spaces, including parking areas, of rental housing covered by the Fair Housing Act. The landlord must allow physical or structural modifications if they are “reasonable” and necessary for the tenant to enjoy and use the premises.

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1. In requesting a modification, the requesting individual has disclosed that he or she has a disability. If the disability is obvious or otherwise known to the housing provider, no further inquiry should be made into the disability, and the person with a disability should not be required to obtain proof or verification of it. If the disability is not apparent, the landlord may ask for verification that the tenant has a disability as defined by the Fair Housing Act.
2. Establish that the modification is necessary. Verify that the requested modification will enable the requesting individual to have equal opportunity to use and enjoy a dwelling unit, including public and common use areas.
3. Determine that the modification is reasonable. Evaluate whether the modification is structurally possible and will not damage the property or unreasonably interfere with other tenants’ use of the building or features. It is recommended that requests for reasonable modifications be made in writing, though it is not required.

Denial of Tenancy or Accommodations:

You could request a reasonable accommodation if you believe it would enable you to meet the terms of the Tenant Selection Plan or the Lease. You are welcome to contact the community office within the ten (10) calendar days after receipt of notice to request a hearing in accordance with Rural Development Tenant Grievance and Appeals Procedures. You will need to contact the Community Office to schedule an appeal.

Management must respond in writing the decision of the appeal within ten (10) calendar days of the meeting.

The available apartment cannot be rented to another qualified applicant for ten (10) days to allow for the denied applicant to file a reasonable accommodation with the Community office.

Violence Against Women Act (VAWA):

U.S. federal legislation that expanded the juridical tools to combat violence against women and provide protection to women who had suffered violent abuses. The Violence Against Women Act (VAWA) covers the issues of domestic violence, dating violence, sexual assault, and stalking. Additional documents are available upon request from the community office.

The Community Office also offers an Emergency Request form for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking.

Transfer Policy:

Tenants may request unit transfers to another unit within the same property, for the following reasons:

- a) For a medical reason certified by a medical professional, including a need to be closer common areas such as laundry rooms, entrances, and parking.
- b) Based on a need for an accessible unit.
- c) A transfer will also be considered as a reasonable accommodation for a person with a disability.
- d) A request to a larger or smaller unit due change in family composition.
- e) Need for reasonable accommodation.
- f) Households residing in an accessible unit that do not need the accessibility features.

Mandatory transfers will occur if there is a required change in the size of unit needed due to occupancy standards which will be reviewed for need-based transfers. **In-house transfer come before anyone on the Applicant waiting list.**

To maintain Fair Housing any tenant occupying an apartment in the community will need to provide a completed new application to the Community Manager so it can be placed on the In-House Waiting List for the unit(s) that I qualify for in the community. The tenant will not need to provide a new credit or criminal check fee to be placed on the In-House Waiting List.

Priority will be considered for families requiring a mandatory transfer that are on the transfer waiting. Once the In-House Waiting List has been reviewed for other families desiring a transfer. The transfer waiting list will follow by: (1) Emergency, (2) medical hardship, (3) unit too large or small, and (date placed on waiting list).

LEASE NOTICE:

Section Six Eligibility Determination (Agency Required Clauses) #3: I understand and agree that should the unit become overcrowded or underutilized during the term of the lease agreement, I will be required to vacate the unit at the end of the lease term unless eligibility can be established by moving to another unit of appropriate size, or an exception is granted by management. This includes tenants who have a Handbook Letter 201, Letter of Priority Entitlement (LOPE).

Section Seven Occupancy Policy #2 If Tenant household is ineligible to occupy the unit because it is overcrowded or underutilized but has been granted permission because, after marketing, there was no eligible households on the waiting list: Tenant agrees to transfer to the next eligible unit after a 30-day notice or at the end of the lease term, whichever is longer and pay all costs associated with the transfer when:

a. There is an available unit the Tenant is eligible to occupy.

b. Tenant must vacate the property within 30-days of being notified by Landlord or at the end of the lease term, whichever is longer, if there are no appropriate sized units at the complex, except if the Agency approves continued occupancy in the unit because of a) the waiting list for the specific unit type has no eligible applicants; or b) the required time period for vacating the unit would create a hardship on the household.

