

Holly House Apartments Tenant Selection Plan

Holly House Apartments houses persons without regard to race, color, religion, disability, familial status, national origin or gender. We do not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

Low-income subsidies are provided by the U.S. Dept. of Housing and Urban Development.

The guidelines stated below are to determine who can be admitted to reside at the facility (final approval will be subject to all verified material):

1. Project Eligibility Requirements:

Project Specific Requirements:

The head of household must be eighteen (18) years of age or older or a legally emancipated minor.

Student Eligibility Requirements:

Any student who is enrolled at an institution who is under the age of 24, is not a veteran, unmarried, and does not have any children, and is individually ineligible for section 8 assistance, or the student's parents are individually or jointly ineligible for assistance, no section 8 assistance can be provided to the student Unless the student is determined independent (PHA) from his or her parents, the eligibility seeking section 8 assistance will be based on both the student and the parents being determined income eligible for section 8 assistance OR whether the student's parents individually or jointly are income eligible assistance. Both the student's income and the parent's income must be separately assessed for income eligibility. Additionally the financial assistance of the student in excess of tuition will be included in annual income when determining the student's eligibility for section 8 assistance, unless the student is over 23 with dependent children.

To verify a student's independence, all of the following must be taken into consideration:

1. Review and verify previous address information to determine evidence of a separate household from parents OR verify that the student meets the U.S. Department of Education's definition of "independent student.
2. Review the prior income tax returns to verify that the student was not claimed on parents or guardians income tax returns. If the owner has verified that the student meets the U.S. Department of Education's definition of independent student then he does not have to review the prior year income returns to verify that the student was not on the parents' or legal guardians' tax returns.

Citizenship Requirements:

At Holly House Apartments, HUD restricts assistance to non-citizens with ineligible immigration status and requires applicants to complete citizenship declaration forms and submit evidence of citizenship or eligible immigration status at the time of application.

Social Security Number Requirements:

All household members must disclose and document Social Security numbers. A copy of your Social Security card is required at point your application processing to qualify for subsidy if you are a citizen.

2. Income Limit Requirements:

Income Limits

A resident must meet income guidelines for the county in which the facility is located as set forth by HUD. Income for extremely low and very low income. HUD updates income limits annually.

3. Procedures for Accepting Applications and Selecting From the Waiting List

Procedures for Accepting Applications

An applicant must submit a completed Application for Residency. Each site maintains a waiting list for residency. Once received, an application will be evaluated; any application meeting the requirements as stated in the "Project Eligibility", "Income Limit" and "Applicant Screening Criteria" sections will be placed on the wait list. Any application not meeting these requirements will be rejected and not placed on the wait list. In the event that an applicant is rejected, the applicant will receive written notification. The applicant shall have fourteen (14) days from the date of the letter to respond in writing or to request a meeting to discuss the rejection. Responses may be directed to Project Manager, Holly House Apartments, 100 Drury Lane Asbury Park NJ 07712. When an applicant is rejected, more detailed information concerning appeal rights will be furnished at the time of rejection.

One's place on the waiting list is determined by the date and time on which all application materials are received at the office; however, acceptance to the waiting list does not automatically guarantee eligibility for an apartment. Further screening as described in the applicant screening criteria section will be completed at the time an apartment is offered. Apartments are rented to eligible persons in the order of receipt.

It's the applicants responsible to report changes on the application in writing to the Manager's office in a timely manner.

Wait List Procedures:

An offer of an apartment will be made by telephone and, if necessary, by letter. A person offered an apartment has 24 hours from receipt of the phone call or, if notified by letter, five (5) days from the date of mailing, to notify the office of their intention to accept or reject the offered apartment. The Project Manager or Owner must approve

any deviation from this time frame in writing. An applicant will be removed from the waiting list if mail is returned due to incorrect mailing information or if a number is disconnected or incorrect. **If an applicant does not contact this office within (2)weeks after we are unable to reach them, the applicant will have to reapply and will be added based on new date of application.**

Any eligible person who refuses an apartment due to medically necessary reasons will not lose his or her place on the waiting list. Otherwise, any applicant who is offered a unit and refuses a third time will be removed from the waiting list. The individual may reapply at any time. However, their position on the waiting list will be determined by the date their most recent application is submitted.

Wait list will be updated monthly with application no longer interested removed from waiting list, Written responses to our letter is required to remain on waiting list.

At any time there are changes to the Tenant Selection Plan all applicants on wait list will receive a copy of the updated TSP.

A Pre-Screening existing tenant search will be conducted during the process of application.

Procedures for Applying Preferences:

HUD requires that no less than 40% of the admissions to any project assisted through the project-based section-8 program in any fiscal year must be extremely low-income households. Income Targeting will be analyzed quarterly to insure the 40% target is met. In keeping with HUD's Income Targeting Policies, applicants at Holly House Apartments whose incomes are below the Extremely Low-Income limit (30% of the area median income) may receive preference over another applicant in a higher position on the waitlist when a unit becomes available. To implement this preference the first extremely low-income applicant on the waiting 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 reached.

Applicant Screening Criteria:

Acceptable credit screening will include:

Two positive landlord references, if landlord reference is unavailable, three positive personal references or one positive landlord and two positive personal references.

A positive landlord reference would include:

Rent was paid and in a timely manner, compliance with facility policies, compliance with lease requirements, property left in an acceptable condition with any back balances paid in full.

Home visit will be conducted for previous rental unit of applicants.

Credit history that shows no collection or outstanding balance due for rental or housing related activity such as utility payments or property management companies, or eviction;

Applicants with unsatisfactory history of rental payments are not qualified for tenancy.

Criminal/eviction screening/ no applicant fees apply

Criminal/ Eviction screening that does not reveal:

Felony or misdemeanor history related to any household member's eviction from federally-assisted housing for drug related activity in the last three (3) years;

There are two exceptions to this provision:

The evicted household has successfully completed an approved, supervised drug rehabilitation program; or the

Circumstances leading to the eviction no longer exist (e.g., the household member no longer resides with the applicant household). Any

Household member currently engaging in illegal drug use, or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.

Any household member being subject to a lifetime sex offender registration program;

Any household member is currently engaging in or has engaged in violent criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by the other residents, or of the site's employees, contractors, or agents.

Felony or misdemeanor history in the past three (3) years related to other criminal activity that threatens the health, safety, and right to peaceful enjoyment of the property by the other residents or the health and safety of the owner, employees, contractors, subcontractors, or agents of the owner.

Criminal Background Check:

1. The tenant, as well as all members of the household who shall reside in the apartment shall be subject to a criminal background check. The HollyHouse reserve the right to deny an applicant admission due to negative information provided in connection with a background check.
2. Criminal background checks will be conducted annually for all current tenants.
3. Any plea of guilty and/or conviction concerning sexual abuse, including but not limited to a tenant or member of such tenant's household being subject to a registration under a State Sex Offender Registration program or similar registration: and
4. A guilty and/or conviction in connection with a violent crime.

Other allowable screening Criteria: any

The violence against women act provides that O/As may request a tenant to certify that he/she is a victim of domestic violence ,dating violence or stalking and that the incidence(s) of threatened or actual abuse are bona fide in determining whether the protections afforded under the VAWA are applicable.

Resident must conduct himself/herself in a manner, which does not threaten the health and safety of self and other residents, staff or the facility.

A resident must be able to live according to and abide by the terms of their lease agreement.

If any of the above information provided is inadequate, or we do not receive a response, the application process will proceed no further.

Procedures for rejecting ineligible applicants

once the applicant screening criteria has been completed and all materials have been evaluated, any application not meeting the above requirements will be rejected. In the event that an applicant is rejected, the applicant will receive written notification. The applicant shall have fourteen (14) days from the date of the letter to respond in writing or to request a meeting to discuss the rejection. Any meeting with the applicant to discuss the applicant rejection will be conducted by a member of the owner's staff who was not involved in the initial decision to deny admission or assistance. Within 5 business days of the owner's or staff member's response or meeting, the owner/staff member must advise the applicant in writing of the final decision on eligibility. Responses may be directed to Property Manager, Holly House Apartments at 100 Drury Lane, Asbury Park, NJ 07712. When an applicant is rejected, more detailed information concerning appeal rights will be furnished at the time of rejection.

Reasons for rejection:

Submission of false information or untrue information, or failure to cooperate in the verification process.

1. Negative responses from current or previous landlords.
2. Failure to sign designated or required forms and/or documents upon request.
3. The applicant has been evicted from other housing.
4. This will not be the applicant's only residence.

4. Occupancy Standards

Residents will be required to meet the following City, State and HUD standards for occupancy (information must be verified):

OCCUPANCY STANDARDS

FEDERALLY SUBSIDIZED PROGRAMS (SECTION 8, 236, BMIR, PHA)

	Household Members	
	Min	Max
Studio	1	2
1 Bedroom	2	3



Please be advised that according to the City of Asbury Park when applying for a certificate of occupancy, the unit is required to have 154 Sq Ft of breathing space per person.

We have 21 Studio Apartments which measure 12x24 or 288 Sq Ft

We have 21 One Bedroom Apartments which measure 12x36.3 or 436 Sq Ft

With knowledge of this; the requirements for an applicant with a child are as follows:

1. Applicant can only apply for a One Bedroom.
2. Child cannot be over the age of one year at time of application.
3. Child is required to get the Bedroom in order to be considered properly housed.

Household members include:

All full-time members of the household

Children who are away at school but live with the family during school recesses

Children who are subject to a joint custody agreement but live in the unit at least 50% of the time

An unborn child

Foster children

Live-in attendants and /or family member needed due to medical necessity of a tenant will be subject to a background check.

5. Unit Transfer Policies

Residents may be required to transfer between apartments In the event the household composition increases or decreases

Residents have the option to transfer between apartments for medically necessary reasons." The owner will pay for a tenant's move based on a reasonable accommodation transfer for medical reasons or disability" unless doing so would constitute an undue financial and administrative burden.

A note must accompany a transfer request for medically necessary reasons from the Resident's physician. A written request for transfer to a more desirable apartment would be made to management, during the move in process.

Transfer requests will be placed on an in-house waiting list, in the order of the date they are received. In-house transfers have priority in regard to apartment availability. Certain condition applies:

1. Tenant's rent must be paid in a timely manner and up to date.
2. Tenant must be in compliance with facility policies.
3. The tenant must be in compliance with lease requirement.
4. Tenant's apartment must be in acceptable condition and any back balance paid in

full.

If these conditions are not met you will not be considered for a transfer. You will be able to reapply in one year after these conditions are met.

6. Policies to comply with Section 504 of the Rehabilitation Act of 1973 and Fair Housing Act Amendments of 1988.

Section 504 prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance.

Reasonable Accommodation as defined by the Fair Housing Act is any accommodation by management in rules, policies (including acceptance of assistance animals as an exception to a "no pets" rule), and practices of services to give a person with a disability an equal opportunity to use and enjoy a dwelling unit or common space. It is your responsibility to inform management of any situation where a Reasonable Accommodation is needed.

Reasonable Accommodations should be submitted in writing. If unable to provide the request in writing, please notify management. Reasonable structural modifications to units and/or common areas that are needed by applicants and tenants with disabilities may be approved and funded by the project, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens.

Application can be mailed or email to applicant that wishes to be admitted to our assisted property or placed on our property's waiting list. For the blind or hearing impaired we have referral services we can use if requested.

Fair Housing Act Amendment of 1988 prohibits discrimination on the basis of race, color, religion, gender, national origin, disability or familial status. We do not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in any program or activity receiving federal financial assistance from HUD.

Federal Priorities and preferences:

HollyHouse give preferences to applicants for section 8 in accordance with our Tenant Selection policies approved by HUD.

HollyHouse will process applications from other person using the following preferences:

1. Persons displaced by natural disaster whose dwelling has been extensively

realized pursuant to federal disaster relief laws.

2. Persons displaced by urban renewal or other element actions.

7. Policy for opening and closing the waiting list for the property

It is not our policy to close the waiting list for the property, but If our wait list extend beyond 2 years. We will close out our waiting list and this information will be posted on the hollyhousenj.com web site and as stated in our affirmative fair housing market plan. The web site information is updated once a month .When the wait list is reopened it will be posted.

8. Security Deposit Requirements

HUD requires collection of a security deposit at the time of the initial lease execution. The amount of the required deposit is the greater of (1) month's total tenant payment, or (2) \$50.00.

9. Upon applying for residency at Holly House Apartments facility, the applicant must provide all financial information required by HUD (a list of financial information requirements will be provided) during a certification interview prior to being accepted for residency.

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