

TENANT SELECTION POLICY



Applications and copies of this Tenant Selection Policy are available from _____ (Landlord), at _____ (address), _____ (city), Nebraska. As the Landlord receives completed applications, the date and time of arrival will be recorded if by hand, or the date of postmark if by mail. Postmarked applications will be time stamped for 5 pm for the date of mailing.

All potential tenants are screened with equal care under the following guidelines. Please review the list of criteria carefully.

Applicant Eligibility

- 1) Inability of dangerous sex offenders for admission to Public Housing:
 U.S. Code: Title 42: Section 13663: Subchapter V state in part as follows:
 “Notwithstanding any other provision of law, an owner of federally-assisted housing shall prohibit admission to such housing for any household that includes any individual who is subject to a lifetime registration requirement under a State Sex Offender Registration Program.”
- 2) Applicants must meet Nebraska Department of Economic Development income-eligibility requirements (according to the definition found in 24 CFR 5.609). The Village must initially verify income, landlord references, personal information, social security numbers and credit history, as part of the income-eligibility determination. Limits are reviewed annually by the U.S. Department of Housing and Urban Development (HUD). Current limits are as follows:

INCOME THRESHOLD FOR HOUSEHOLD – Effective May 2011								
PROGRAM	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
(80%) Counties of: Blaine, Boyd, Brown, Cherry, Custer, Garfield, Greeley, Holt, Keya Paha, Rock, Sherman, Valley	\$31,500	\$36,000	\$40,500	\$44,950	\$48,550	\$52,150	\$55,750	\$59,350

(80%) County of: Merrick	\$31,550	\$36,050	\$40,550	\$45,050	\$48,700	\$52,300	\$55,900	\$59,500
(80%) Counties of: Howard, Wheeler	\$31,850	\$36,400	\$40,950	\$45,500	\$49,150	\$52,800	\$56,450	\$60,100
(80%) County of: Hamilton	\$33,905	\$38,800	\$43,650	\$48,500	\$52,400	\$56,300	\$60,150	\$64,050

- 3) Must have legal capacity to enter into a lease agreement.
- 4) Must have a history of compliance with past rental agreements.
- 5) Must not be engaged in or convicted of an illegal act including being a current user, manufacturer or distributor of a controlled substance. Persons presently enrolled in, or who have successfully completed a controlled substance abuse recovery program, may be considered for occupancy.
- 6) Must have the ability to maintain a housing unit in a safe, sanitary and decent condition.
- 7) The applicant's tenancy must not constitute a direct threat to the health and safety of other individuals or their property.
- 8) Must have a good credit history and demonstrate willingness to pay debts. Mitigating factors will be taken into consideration when applicants have had or are presently experiencing a hardship situation that is beyond their control such as when they have had disputes with creditors, including landlords, or when they were having difficulty paying rent and utility expenses that exceeded 30 percent of adjusted monthly income.
- 9) Must have the financial capacity to meet the household's basic living expenses and pay required rents.
- 10) Must have good landlord/good housekeeping references.
- 11) Must agree to pay a \$15 fee to process each criminal background check.
- 12) Must agree to allow reference checks with previous landlords, credit reporting agencies, and other agencies as required to process application.
- 13) Occupancy Standard – The following standards are established for the rental units:
 Minimum – one person
 Maximum – dependant on the # of bedrooms and the potential occupants

Application Acceptance

- 1) All applications will be processed using the same procedures.
- 2) All potential applicants who inquire will be given the opportunity to complete and submit an application to become a tenant in the project.
- 3) A letter will be sent to each applicant acknowledging receipt of their application.

Application Review Process

- 1) In order to be considered ready for review, the applicant must complete the application in its entirety and return it to the designated agent of the project.
- 2) Applicant households must meet the criteria identified in "Applicant Eligibility", above, to be determined eligible to live in the project.
- 3) ONLY COMPLETED APPLICATIONS, WITH REQUIRED INCOME VERIFICATION DOCUMENTS, WILL BE CONSIDERED READY.
- 4) Selections will be made on a first-ready, first-served basis.

Selection/Non-Selection

- 1) Applicants determined eligible will be informed, in writing, that they have been selected for immediate occupancy, or that their name has been placed on the project's waiting list for the size of unit for which they are eligible.
- 2) Applicants not meeting the project's eligibility policies will be informed, in writing, within 15 days of their application that they were not considered eligible. The letter will include the reasons for the denial, and advise them of their right to appeal the decision under the "Tenant Grievance and Appeal" procedure.

Waiting List Management

- 1) An applicant who has been determined eligible, but an eligible unit is not yet available, will be placed on the respective waiting list, in chronological order by date and time.
- 2) If the applicant is offered an apartment (or unit), they must take it when it is available, or their name WILL BE REMOVED from the waiting list unless extenuating circumstances exist.
- 3) Waiting lists will be maintained by the Landlord and the Central Nebraska Housing Developers Housing Administrator, as listed below.

Recertification of Tenant Income

Tenant incomes will be recertified by the Tenant on January 1 of each year after tenant has signed a lease. The Landlord will collect supporting income documentation on the 6th year of the affordability period of the program.

Tenant Selection Policy Amendments

Any revisions made to the Tenant Selection Policy must have approval from: 1) the Central Nebraska Housing Developers Board Chairperson, 2) Central Nebraska Housing Developers Board, 3) Nebraska Department of Economic Development Program Representative.

ADDITIONAL TENANT SELECTION POLICY REQUIREMENTS

Fair Housing

The Landlord and Central Nebraska Housing Developers will not discriminate against applicants or tenants based on race, color, religion, sex, sexual orientation, ethnic origin, familial status, or by disability.

Conflict of Interest

No officer, employee, or agent of the Landlord or the Central Nebraska Housing Developers, who determines policy or provides decision-making regarding the rental housing program will benefit directly or indirectly from assistance. This prohibition will also apply to the immediate family of the above-named groups. Immediate family is defined as spouse or domestic partner, children, siblings, and parents. Immediate family is also the children, siblings, and parents of a spouse or domestic partner. Other officers, employees, or agents of the Landlord or CNHD

Board will have access to the program's assistance, but will not be given preference during application selection, and must provide a statement of disclosure regarding their relationship to the program. This clause will remain in effect for officers, employees, and agents who terminate their relationship with the Landlord or Central Nebraska Housing Developers, until one year has lapsed.

Grievance and Appeals Process

In the event that any applicant or tenant feels he or she has been unfairly treated or discriminated against during the application or tenancy process, he or she may appeal the decision of the Landlord or the Housing Administrator to the Central Nebraska Housing Developers Board. The appeal must be received in writing by the Chairperson of the Central Nebraska Housing Developers Board within 14 calendar days of the Landlord or Housing Administrator's decision. The Central Nebraska Housing Developers Board will then act to support or overturn the Housing Administrator's decision at the next scheduled meeting of the Central Nebraska Housing Developers Board, provided at least 14 calendar days have lapsed between the receipt of the appeal and the next Board meeting. If 14 days have not elapsed, the Central Nebraska Housing Developers Board reserves the right to carry over its determination on the appeal until the following scheduled meeting.

Landlord Signature

Date

I have read and understand the Tenant Selection Policy described above.

Tenant Signature

Date

Tenant Signature

Date

Landlord:

(name)
(address)
(city/state/zip)
(phone)

CNHD Housing Administrator:

Community Development Services
53506 862nd Road
Plainview, NE 68769
402-582-3580