



Tenant Selection Plan

"Providing a Home for Seniors"



430 Kings Highway, Dover, DE 19901 - (302) 674-1408 - Fax: (302) 674-2292
TTY/TDD COMMUNICATIONS BY DELAWARE RELAY SERVICE 1-800-232-5460



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The "Tenant Selection Plan" summarizes the procedures followed by the staff of Luther Village III of Dover for accepting applications, screening potential tenants, and filling vacant units. All units are filled either through internal moves or with people on the waiting list. Consequently, the first step to moving into Luther Village III is to fill out an application. This tenant selection plan describes the eligibility requirements. This plan also describes how the staff processes these applications and maintains the waiting list.

1. PROJECT ELIGIBILITY REQUIREMENTS:

Applicants of Luther Village III must meet the following requirements to be eligible for occupancy. A household (one or two persons) is eligible to apply for an apartment at Luther Village III of Dover if:

- a. "head of household" is 62 years of age or older,
- b. annual income is within the established limits;
- c. applicants disclose social security numbers for all family members listed on the application,
- d. all applicants agree to sign a "Consent to the Release of Information" form,
- e. the unit for which the family is applying will be the applicant's only residence, and
- f. applicants are U.S. citizens or eligible non-citizens.

2. INCOME LIMITS:

The U. S. Department of Housing and Urban Development establishes income limits and revises them annually. Occupancy of units at Luther Village III is subject to the following limits. The maximum annual income is 80% of the median income of Kent County, Delaware. The following limits are current as of March 2015:

	<u>1 Occupant</u>	<u>2 Occupants</u>
Maximum	\$37,050	\$42,350
Minimum	\$28,000	\$28,000

Applicants below minimum income, but above \$23,150, may be considered based upon additional assets.

3. ACCEPTING APPLICATIONS AND SELECTING FROM THE WAITING LIST:

a. PROCEDURES FOR ACCEPTING APPLICATIONS:

Applications will receive a cursory review when first received. For applicants who meet the eligibility criteria stated above, their applications will be recorded and given a sequence number. Applications will be maintained in sequential order. Subsequent to the initial cursory review, if an applicant is deemed ineligible, Luther Village III staff will return a copy of the application to the applicant along with a written description as to why the applicant was deemed ineligible. Also included in the letter will be the instructions to follow should a rejected applicant disagree with the decision.

b. OTHER:

Applicants on the waiting list will be offered an apartment in the sequence of their application number. If an applicant rises to the top of the waiting list and is not ready to move into Luther Village III because of extenuating circumstances, their application will be put on hold. Applicants placed on hold will be offered the next available unit in chronological order according to their application date. The staff will keep an application on hold for no more than six months. At the end of six months, if the applicant has not initiated steps to move into Luther Village III, the applicant will be removed from the waiting list.

c. APPLICANT SCREENING CRITERIA:

Final screening is initiated when an applicant is within approximately three months of lease signing. The purpose of this final screening is to verify the applicant still meets the eligibility criteria as outlined in Section 1, and to obtain reasonable assurance the applicant, by moving into Luther Village III, will not adversely affect the health, safety, or right to peaceful enjoyment of the premises by other residents.

1) Income verification:

Applicants will be asked to sign verification consent forms, allowing Luther Village III staff to receive income data directly from all sources providing income to the applicant. Potential income sources may include, but are not limited to, employment income, unemployment benefits, Social Security Administration, banks, insurance companies paying annuities, whole life insurance policies with cash value, and former employers providing pensions.

2) Credit check:

The applicant will be asked to sign a release allowing the staff of Luther Village III to obtain a credit history.

3) Landlord reference:

The Luther Village III staff will make an attempt to contact a previous landlord. The purpose of this contact is to determine how reliably the tenant paid their rent and to assess the applicants housekeeping habits. Applicants need to identify all landlords for the past five years.

4) Criminal background check:

The Luther Village III staff will obtain a police/criminal history of the applicant(s).

5) Sex offender registration programs:

The Luther Village III staff will screen state databases for the State of Delaware and for any other state where applicants are known to have resided.

6) Violence Against Women Act (VAWA):

Luther Village III fully supports the VAWA to protect all tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated on acts of such violence against them.

d. CRITERIA FOR DENYING ADMISSION:

Admission will be denied to:

- 1) any household ineligible based on the criteria in Section I,
- 2) any household unable to disclose and document all Social Security numbers or execute a certification when numbers have not been assigned,
- 3) any household that fails to sign and submit verification consents including verification of income and credit checks,
- 4) any household where the member provided false information or omitted information on the application used to approve tenancy,
- 5) any household containing a member who was evicted in the last three years,
- 6) any household in which any member is currently engaged in illegal use of drugs or if the staff 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,
- 7) any household member who was convicted of a violent crime (assault, rape, robbery, arson, etc.) during the last 10 years or has more than one conviction,
- 8) any household in which any member committed a crime where use of a deadly weapon was involved,
- 9) any household member who is subject to a state sex offender lifetime registration requirement, or any household containing a member who was convicted of sexual abuse of a child,
- 10) any household member if there is reasonable cause to believe that member's behavior, including abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment of the premises by other residents,
- 11) any household member if there is reasonable cause that a bad credit report associated with failure to pay rent and/or a bad landlord reference,

- 12) any household with a member that does not meet the requirements of the City of Dover safe communities' ordinance.

e. PROCEDURES FOR APPEALING A REJECTED APPLICATION:

If an applicant is deemed ineligible, Luther Village III staff will return a copy of the application to the applicant along with a written description as to why the applicant was deemed ineligible. Those instructions will state the applicant has 14 days in which to appeal the decision. The letter will also state that the applicant has the right to respond in writing or request a meeting. Within 30 days of receipt of an appeal, the Chairman of the Resident Relations Committee will hold a meeting with the Resident Relations Committee to consider the appeal. To ensure fairness, the Chairman must not have been involved in the initial decision to deny admission. The decision of the committee is final. Management will notify the applicant of the final decision within five days of the hearing.

4. OCCUPANCY STANDARDS:

All units at Luther Village III are one bedroom units. The one-bedroom units are limited to, at most, two occupants.

5. COMPLIANCE WITH THE REHABILITATION ACT, THE FAIR HOUSING ACT AND OTHER CIVIL RIGHTS LAWS AND STATUTES:

In accordance with Section 504 of the Rehabilitation Act of 1973, Luther Village III of Dover does not discriminate on the basis of disability. Section 504 defines a person with a disability to include individuals with a physical or mental impairment that substantially limits one or more major life activities. The term "physical or mental impairment" may include, but is not limited to, conditions such as visual or hearing impairment, mobility impairment, HIV infection, mentally challenged, drug addiction (except current illegal use of or addiction to drugs), or mental illness. The term "major life activity" means a function such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Section 504 also protects persons who have a record of such impairment, or are regarded as having such impairment.

In accordance with the Fair Housing Act, Luther Village III does not discriminate based on race, color, religion, sex, national origin, disability and familial status.

In accordance with Title VI of the Civil Rights Act of 1964, Luther Village III does not discriminate on the basis of race, color or national origin.

6. POLICY FOR MAINTAINING THE WAITING LIST:

The waiting list will be updated at least once per year. The purpose is to confirm contact information and verify that each applicant is still interested in moving into Luther Village III. To

update the list, the staff will mail a brief survey to all applicants usually in January. If an applicant fails to respond within 30 days to this survey, a second attempt will be made to contact that applicant. An applicant will be removed from the list if;

- a. mail sent to the address of record is returned as undeliverable,
- b. no response is heard from the applicant after two written attempts to confirm contact information.

7. PLAN RESPONSIBILITY AND AUTHORITY:

This plan is the responsibility of the Board of Directors. Administration of this plan is the responsibility of the Executive Director of Luther Village III. Any changes must be approved by the Board of Directors.