



614 Kapahulu Ave. Suite 102, Honolulu, Hawaii 96815

TENANT SELECTION POLICY

It is the goal of Locations, to provide safe, sanitary, and pleasant housing at affordable rents for households including those which may include physically disabled members who meet the income requirements as defined by the Housing and Urban Development (HUD) for low-income households.

I. APPLICATION PROCEDURES

- A. Each applicant must complete a Rental Application and be willing to submit to credit history, rental history, criminal background, federal and state sex offender registry inquiry as well as income and asset verification procedures required by HUD and/or LIHTC.
- B. Signed and dated applications will be processed on a first-come, first-served basis. If an application is not completely answered, the date of it being fully completed will be the date that the application is considered received for rental purposes.
- C. Applicant interviews will be held to obtain signed verification forms for all income/asset information prior to any offer of a unit.
- D. Each applicant will be subject to the selection criteria listed below:
 - 1. Applicant household income must not exceed current year's maximum income limits as determined by HUD.
 - 2. Minimum income of two and a half times the monthly rent for the multi-family properties is required.
 - 3. Satisfactory rental history from current and previous landlords.
 - 4. Satisfactory credit rating for all adults in household.
 - 5. Satisfactory criminal background history for all adults in household.
 - 6. Use of unit as primary place of residence.
- E. The project will strive for occupancy that reflects proportionately the area's population in conformity with the Affirmative Fair Housing Plan.
- F. The applicant(s) are responsible for completing the application accurately. Misrepresentation of information is grounds for exclusion.

- II. **GROUND(S) FOR REJECTION:** Applicants may be denied for any of the following reason(s). This list may not be all inclusive.
- A. Failure to present all adult members of the household at the interview or some other time acceptable to management prior to completion of the initial certification.
 - B. Total family income exceeds the applicable income limits published by HUD and/or HHFDC.
 - C. Household fails to respond to Management's letters.
 - D. Credit report showing outstanding collections, poor credit score and/or negative lines of credit.
 - i. Total balance owed on delinquent accounts exceeds \$5,000.00.
 - ii. Outstanding Balance with a Utility Company
 - iii. A Balance is owed to a prior Landlord
 - iv. Unsatisfactory credit history, which may include history of late payments, judgements, bad debt write-off, unpaid liens and/or government tax liens. Extraordinary medical debt may be exempted. A minimum beacon score will be used.
 - E. Applicant has failed to provide adequate verification of income, or we are unable to adequately verify income and/or income sources.
 - F. Providing or submitting false or untrue information on your application or failure to cooperate in any way with the verification process.
 - G. Negative landlord or other reference which may include failure to comply with the lease, poor payment history, poor housekeeping habits which are unsanitary or hazardous, creating a nuisance to neighbors and or management, or past eviction. Persons who based upon past performance or history represent a threat to the safety or quiet enjoyment of the premises for other residents.
 - H. Subject of a summary possession (eviction) judgment.
 - I. Any evidence of illegal activity, including drugs, gangs, etc.

- J. Falsification of information on the application.
- K. Has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program
- L. Criminal history including but not limited to a felony conviction, drug-related conviction, crimes involving violence or sexual crimes. A conviction for such activity will be given consideration. Arrests without conviction will not be considered absent extraordinary circumstances.
 - i. Sex Offender – ***Lifetime.***

 - ii. Distribution and/or Manufacture of a Controlled Substance – ***Lifetime.***
 - iii. All other Drug-Related – Ten (10) years from applicants’ date of most recent conviction and/or ten (10) years from the applicants most recent release date from prison.
 - 1. Drug-related activity includes all convictions for using drugs and/or possession of drug paraphernalia.
 - iv. Violent Criminal Activity – ***Lifetime.***
 - 1. Violent criminal activity includes all felony crimes against people and/or property.
 - 2. Violent criminal activity, defined by HUD as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage
 - 3. Criminal sexual conduct, including but not limited to sexual assault, incest, open and gross lewdness, or child abuse.
 - v. Non-Violent Crimes – ***Ten (10) years from applicants’ date of most recent conviction and/or ten (10) years from the applicants most recent release date from prison.***
 - 1. Non-violent crimes include all other felony convictions not listed above.

2. Criminal activity that may threaten the health, safety, or welfare of other tenants
3. Criminal activity that may threaten the health or safety of managing agent staff, contractors, subcontractors, or agents.

vi. Multiple Convictions – *Ten (10) years from the date of applicants' last conviction.*

1. Multiple Convictions are ten (10) or more misdemeanor convictions in a lifetime.

* The purpose of conducting criminal background checks is to provide decent, sanitary, and safe housing to all residents as well as to eliminate the direct threat to the safety and wellbeing of all residents, staff and personal property

- M. Negative personal references that indicate adverse or poor reflections of the household.
- N. Household cannot pay full security deposit at move-in.
- O. All members of the household are full-time students. The (3) three exceptions are: Single full-time student in job training, married full-time student filing joint tax return or single full-time student with children collecting welfare (title IV Soc. Sec), in job training or if children are not dependents of anyone outside the household. This rule applies throughout the tenancy of a LIHTC property.
- P. After receiving the letter offering an apartment, applicants have seven (7) calendar days to respond to management regarding the available apartment. If an applicant declines an available apartment when notified in writing, his/her name will be removed from the waiting list.
- Q. Failure to respond to any periodic purge letter or written offer of interest for a unit within 30 days will result in the applicant's name being removed from the waiting list. If the applicants want to be reconsidered, they must reapply at a date when the waiting list is open. Exceptions may be made for validated medical condition.
- R. If an applicant is denied, management will notify the applicant in writing indicating the reason. Applicants may contact managing agent's office for explanation of rejection and/or submit new application for occupancy.

CONSIDERATION OF CIRCUMSTANCES

The Managing Agent will consider all relevant circumstances when deciding whether to deny admission based on a family's past history except in the situations for which denial of admission is mandated. In the event the Managing Agent receives unfavorable information with respect to an applicant, consideration will be given to the time, nature, and extent of the applicant's conduct (including the seriousness of the offense). In a manner consistent with its policies, Managing Agent may give consideration to factors that might indicate a reasonable probability of favorable future conduct. The Managing Agent will consider the following facts and circumstances prior to making its decision:

1. The seriousness of the case, especially with respect to how it would affect other residents' safety or property
2. The length of time since the violation occurred, including the age of the individual at the time of the conduct, as well as the family's recent history and the likelihood of favorable conduct in the future
3. Arrests without conviction will not be considered absent extraordinary circumstances

III. VERIFICATION PROCESS

- A. All applicants must comply with initial third-party certification of their income/assets.
- B. All applicants must provide MOST CURRENT COPIES of the following documents. We will not be able to complete your application unless all applicable documents are provided to us.
 - TAX RETURN (most recent files) IF REQUIRED
 - SOCIAL SECURITY LETTER (current year) and/or SSI LETTER (letter must show a date within the last 90 days) from the Social Security Administration. If you do not have it, please go to the Social Security Administration Office at: 300 Ala Moana Blvd, Suite #1-114, call 1-800-722-1213, or log onto: <http://www.socialsecurity.gov/onlineservices> to request an updated letter.
 - SAVINGS account statement (must current) for EACH savings account.
 - All deposits and transfers into said account (s) must be explained in a self-affidavit
 - CHECKING account statements for six (6) consecutive months (most current) for EACH checking account.
 - All deposits and transfers into said account (s) must be explained in a self-affidavit
 - CERTIFICATE OF DEPOSIT (CD) for each account.
 - PENSION payment stub.
 - SIX (6) PAY STUBS (most current), if you are currently employed.

- SECTION 8 paperwork.
- WORKER'S COMP grant letter or copy of payment.
- Public assistance (WELFARE) letter.
- STOCKS/BONDS certificates.
- ANNUITY pay stub (most current).
- DIVORCE DECREE.
- REAL PROPERTY TAX assessment notice (current).
- MORTGAGE statement (current).
- PROPERTY DEED or Assignment of Lease.
- RENTAL AGREEMENT if your property is rented to others.
- INSURANCE POLICIES.

IV. Types of Income counted (examples):

- a. All wages, salaries, commissions, fees, tips, bonuses, and other compensation before taxes (gross income).
- b. Income from the operation of a business or profession or rental income (self-employed).
- c. Interest from checking/savings accounts, CDs, IRAs, stocks, dividends, etc. There is no limit on the amount of assets one can have. Assets disposed of in the last two years will also be part of asset calculations.
- d. Payments from social security, annuities, insurance policies, retirement, pensions, disability, and death benefits.
- e. Unemployment, disability, TDI, workers compensation.
- f. Public assistance other than SNAP (food stamps).
- g. Alimony and child support payments.
- h. Regular pay, special pay, and allowances of a member in the armed forces.

V. ASSIGNMENT OF UNITS

- A. Subject to availability of waiting list applicants, vacancy considerations, or requirements to accommodate residents with disability, minimum occupancy standards may be changed.
- B. Preference for the handicap-accessible units will be given to those applicants who can derive the greatest benefit from the special features of these units if they present doctor's note certifying the need for such a unit.
- C. In the event that a household without disability is allowed to occupy a handicapped-accessible unit, that household will be required to move to another unit provided one is available, when a disabled applicant household is accepted.

VI. ESTABLISHMENT OF WAITING LIST

- A. Date of receipt of fully completed application at the Locations establishes priority of position on the waiting list. Applications are date-stamped upon receipt.

- B. If the existing waiting list contains so many names that the average wait for a unit is a year or more, the project may decline to accept applications. In this case, the waiting list is closed.
- C. The waiting list is purged periodically, but no less than once each year.
- D. It is the applicant's responsibility to keep the management office informed of any address or telephone number change(s). Failure to do so, and if any mail is returned, will result in the applicant's name being removed from the waiting list. It will then be necessary for the applicant to reapply later when the waiting list is open.

VII. Annual Recertification Requirements:

- a. All residents must recertify annually. Proposed changes of household composition and student status must be immediately reported to Management. A request to add an additional household member(s) must be in writing and approved by Management as well as the State of Hawaii and Honolulu County Section 8 Program if applicable, prior to a new member(s) moving into the unit.

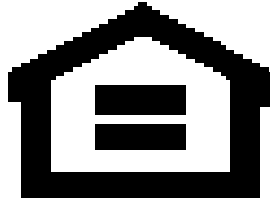
VIII. OCCUPANCY STANDARDS

- a. Occupancy standards will be applied in a manner consistent with fair housing requirements. Applicants will be housed in a unit size appropriate for their household. Household members include, but are not limited to the following:
 - i. • All full-time family members
 - ii. • All anticipated children, defined as the following:
 - 1. - Children expected to be born to a pregnant woman
 - 2. - Children in the process of being adopted by an adult family member
 - 3. - Children whose custody is being obtained
 - 4. - Foster children who will reside in the unit
 - 5. - Children who are temporarily in a foster home who will return to the family
 - 6. - Children in joint custody arrangements who are present in the household 50 percent or more of the time
 - iii. • Children who are away at school and who live at home during recesses
 - iv. • Live-in aides
 - v. • Foster adults living in the unit

IX. COMPLIANCE

Management shall comply with the provisions of Federal, States and local laws prohibiting discrimination in housing on the basis or marital status, race, color, religion, ancestry, sex, sexual orientation, age, national origin, Acquired Immune Deficiency Syndrome (AIDS) or AIDS Related Condition (ARC), physical disability, familial status, or any other arbitrary basis.

**Locations is an “Equal Opportunity” Housing Provider.
Locations does not discriminate on the basis of handicapped status in the admission or
access to, or treatment of employment in its assisted programs and activities.**



**EQUAL HOUSING
OPPORTUNITY**

For Hearing Impaired: 808-643-8255

AUTHORIZATION TO RELEASE INFORMATION

RE: Applicant/Tenant: _____ Unit # _____

Property Name: _____

Address: _____

As managing agents for this Low Income Housing Tax Credit Project, Federal Regulations require we verify the program eligibility of all members of families applying for admission and verify this information periodically for residents. To comply with this requirement, your cooperation is needed in supplying the information requested. This information will be held in strict confidence for use in determining eligibility status and income for this family. A signed authorization for your release appears below. Please complete the attached form and return it to the address above at your earliest convenience. Thank you for your assistance.

_____ Authorized Signature _____ Title

_____ Print Name _____ Date

Release by Applicant/Tenant

I hereby authorize the release of all requested information.

_____ Signature _____ Date

Verification form is attached.

