



Thanksgiving Homes Tenant Selection Plan

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Welcome to Thanksgiving Homes, CCHA's In-Fill Housing Program. In establishing Thanksgiving Homes the CCHA recognizes the housing crisis in our country and here in our community. To help bridge the gap, the CCHA developed the Thanksgiving Homes In-Fill Housing Program. This innovative program is designed to house families with mid to low income. Thanksgiving Homes is placing new homes within several established neighborhoods in our community. We hope that the placement will help revitalize old neighborhoods and in turn minimize the housing shortage.

Fair Housing

The Thanksgiving Homes In-Fill Housing Program will not discriminate against any program applicant or participant on the basis of race, color, religion, sex, national origin, disability, or familial status.

Specifically, Thanksgiving Homes will:

- Ensure all households the opportunity to apply for and lease housing suitable to their needs without discrimination on the basis of protected status;
- Ensure applicants and tenants are not subject to segregation or disparate treatment;
- Ensure that tenants and applicants in protected groups enjoy the same access to any benefit and services enjoyed by others in connection with the housing program;
- Ensure all applicants are treated equally in determining eligibility or other requirements for admission,

The Fair Housing Act prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability, and familial status.

Title VI of the Civil Rights Act Of 1964

The Thanksgiving Homes In-Fill Housing Program complies with Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance from HUD.

Section 504 of the Rehabilitation Act Of 1973

The Thanksgiving Homes In-Fill Housing Program complies with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination, based on the presence of a disability in all programs or activities operated by recipients of federal financial assistance.

Requirements for Eligibility

Prior to Occupancy

- Management will accept applications for housing on a first come first serve basis.

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- Management will not deny anyone receiving tenant assistance (Tenant Voucher will be accepted) on the basis of the assistance.
- A written application, on the property's Texas Apartment Association (TAA) Application Form must be made in order to be considered for residency. Applications for housing may be made in person by the applicant(s), or by mail.
- Proof of identity will be required for all family members (i.e., driver's license, state identification card, and social security numbers for all family members).
- Should the applicant be unable to complete the form, the Applicant must be present to provide the information to the person that is completing the application form; once completed; the applicant MUST sign and date the application as need. The person assisting with completing the application MUST also then sign a self-affidavit certifying that they completed the form on behalf of the applicant.
- The application must be fully completed and signed by all adult household member(s).
- Once the application and application fee has been received the Thanksgiving Homes In-Fill Housing Program management will begin the preliminary screening. It must be recognized that submission of an application neither guarantees the applicant housing nor obligates the property's agent to provide housing. Admission and move-in are contingent upon verified qualifications of the applicant and availability of an appropriate unit.

Screening

The screening criteria will be applied uniformly and in a manner consistent with all applicable law, including Texas state laws, the federal Fair Housing Act, the Federal Fair Credit Reporting Act and all Affordable Housing program guidelines. Information will be obtained for all household members who are listed on the application and will reside in the unit. In order to determine your eligibility management will verify the following:

- Current gross annual income. Income cannot exceed 120% of area median income.
- Applicants gross monthly income must be at least two and one-half (2 ½) times the monthly rent.
- Credit and Criminal History Background Check on all family members 18 years and older.
- Rental history. It is your responsibility to provide necessary information that allows us to contact your past landlords. If we are unable to verify your previous landlord and/or references, we reserve the right to deny your application.

Income and Rent Limits

In order to meet the qualifying criteria, all sources of applicants' income and assets must be verified. In addition to applicants must meet the Thanksgiving Homes In-Fill Housing Program applicants maximum income guidelines, made up of the household, and restrictions on student status.

Student Eligibility

Households composed entirely of full-time students are not eligible for tax credit program unless they meet one of the following:

- Married and filing a joint tax return or eligible to file a joint tax return, or
- Single parent, at least 1 child, neither of whom is a dependent on another person's tax return, except for the return of the other parent of the child, or
- Receiving welfare or TANF, or
- Participating in job-training program funded through Workforce Investment Act, or
- Household member was a participant in the foster care program.
- Household cannot consist of all fulltime students unless you meet the exemption by the Affordable Housing program.

Monthly Rent

Monthly rent shall be established at HUD Fair Market Rent based on the applicable bedroom size.

Fees & Deposits

Applicant(s) understand that the application fees are NON-REFUNDABLE. The Security Deposit is refundable only if applicant is rejected. Applicant(s) is allowed to pay out Security Deposit in two payments. The first payment must be made at time of application and second payment due the first full month rent is due after move-in. Cash payments are not allowed. Management will **only** accept payments in the form of a money order for the application fee and deposit.

- Application fee – non-refundable (\$15/applicant, \$20/couple, \$15/additional)
- Security Deposit fee – 50% of one month rent
- Deposits are refundable upon move out and charges may apply in accordance with the Lease. Cancellation after management approval will result in forfeiture of the application deposit, please be advised that it can take up to 7-10 days for final approval.

Animal Policy and Animal Deposits

Pet Deposit \$250 per pet
\$25 monthly fee

Animals which constitute a threat to a resident or the community, will be not allowed. Only dogs, cats, birds or fish are allowed. Aquariums will be allowed with a 20-gallon maximum capacity. No more than one (1) pet shall be permitted per apartment. Pet deposit is \$250.00. All pets must meet the following requirements:

- Animals full grown weight must be no more than 30 lbs.
- All pets must be photographed at move-in and photograph to be attached to Animal Agreement.
- Pets must have vaccinations and be registered with the City.
- All pets must be on a leash when outside of the apartment.

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- Breed restrictions apply to dogs. Unacceptable breeds may include, but are not limited to: Boxers, Bull Terrier, Dingo, Giant Schnauzer, German Shepard's, Rottweiler, Pit/bulls/American Staffordshire Terriers, Chow Chows, Presa Canarios, Akitas, Dobermans, Mastiffs, Huskies, Malamutes, Great Danes, Saint Bernard, Shar-Peis, Wolf-hybrids and other breeds of a vicious or aggressive nature or mixed of these breeds.
- Prohibited Animals/Reptiles, may include: Tarantulas, Reptiles (snakes, iguana, etc.), Ferrets Skunks, Squirrels, Rabbits, Raccoons, Rodents (rats, mice), Birds (parrots, cockatiels, macaws), Pot Belly pigs, other farm or exotic animals.

The applicant(s) understands that they will be assessed a lease violation penalty and may be asked to remove their pet from the premises if any of these rules are violated. Animal policies and deposit will not apply to households having a qualified service/assistance animal(s).

Occupancy Standards

There are no government program requirements relative to the number, sex or relationship of people who may share a bedroom.

Third Party Screening Agency

Thanksgiving Homes may engage a third party verification agency to assist with background and/or credit checks. Applicants who are denied admission based on information provided by such third party agency shall be provided with contact information for that agency in order that the applicant can contact the agency with questions regarding the information provided.

Reasonable Accommodation

Management will accept a request for a reasonable accommodation. The request may be accepted in writing or verbally and must state the specific accommodation. Management will provide the applicant specifics on when the accommodation will be completed.

Management will not require household specific medical or disability information other than the disability verifications that may be requested to verify eligibility for Reasonable Accommodations or special needs.

Management will review the request for approval/denial. Notice of approval or denial will be given to the applicant within ten (10) business days.

Management will not exclude a household with person(s) with disabilities from admission to the Development because an accessible unit is not currently available; or,

Management will not require a household to rent a unit that has already been made accessible.

Violence Against Women Act (VAWA) Policy

Notice to applicants and current residents about Violence Against Women Reauthorization Act of 2013 ("VAWA") protections.

Management understands that, regardless of whether state or local laws protect victims of domestic violence, people who have been victims of violence have certain rights under federal fair housing laws. The intent of the Policy is to support or assist victims of domestic violence, dating violence or stalking as well as to protect victims and members of their family, from being denied housing as a consequence of domestic violence, sexual assault, and dating violence or stalking.

Waiting List Policy

Any interest prospect wishing to apply for an In-fill Housing Home unit must complete a wait list application. The prospect will be placed on a waiting list according to the date and time (it was received), and until a unit becomes available. The prospect will also be informed of the estimated waiting period for said unit.

All applicants on the Waiting List are required to provide timely changes to their contact information.

- Management will contact (via email) applicants every 12 months to request updated information and asking if they wish to remain on the Waiting List. Applicants who do not respond within 30 days, will be removed from the Waiting List. Notification of removal from the Waiting List will be made in writing.
- When a unit becomes available, in-place residents requiring a different unit will be provided a preference and housed appropriately before a prospect/applicant is selected from the Waiting List. In this manner, Management will be able to avoid displacing, through eviction or other actions, current residents whose housing needs have changed since admission. This will be done in chronological order, based on the date of notification to the site Management of the new "Need".

Opening & Closing the Waiting List

Management reserves the right to open and close the Waiting List at its discretion. A notice will be prominently posted in the Management /Rental Office or reception area, stating that the Waiting List is either open or closed.

Denying Applicants

Applicants will be denied for the following reasons:

- For not meeting, or exceeding, the In-Fill Housing Program income limits.
- For not meeting property screening criteria. Rental History, failure to pay rent in a timely manner, history of lease violations, repeated disturbance of neighbors peace, reports of drug dealing, drug use, manufacturing gambling or prostitution. There is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right or peaceful enjoyment of the premises by other residents. Allowing person(s) not on the lease to reside at the residence. Damage to the property beyond normal wear and tear. Failure to give proper notice when vacating. Eviction, landlord claims or balances will not be accepted. If we are unable to verify your previous rental history, we reserve the right to deny the application.
- Criminal Record(s) - Felony Criminal Record(s) of any nature that include; Sex offender Registration, Suppressed Sex offender record(s), Probable Felony based on State DOC codes,

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Terrorist Related offense, Murder, homicide, manslaughter, Sexually oriented offense, Assault Battery, Theft; Burglary, Larceny, Breaking & Entering, Robbery, Kidnapping, Endangering, Neglect, Non-support Arson, Prostitution Solicitation, Fraud Id, Theft, Credit Card, Falsifying information, Weapons Concealed Unlawful, Narcotics, Cocaine offense, Gang Related Crimes, Escape, Pornography, Obscenity, Receiving or Possessing Stolen Property, Trespassing, Marijuana Offense, General possession of Drugs or Paraphernalia, Environmental Non-humane Crime, Corruption of Minors, Mischief, Property Damage, Probation, Protective Order Violation, Domestic Violence, Simple Battery, Assault, Property Damage.

- Application is incomplete and cannot be made complete based upon the applicant's lack of cooperation.
- Family composition does not conform to units available on property.
- Applicant provided false information necessary in the determination of eligibility.
- Voluntary withdrawal of the application by the applicant.
- Management is not able to reach the applicant by phone, mail, email, or text.

Written Explanation

If you do not meet our Screening/Eligibility Criteria you will be provided a written explanation of the grounds for rejection within seven (7) days of application completion. The written explanation will state:

- Specific reasons for denial and reference the specific leasing criteria upon which the denial is based.
- Contact information for any third parties that provided the information on which the rejection was based and information on the appeal process.

Denied Applicants log will include:

- Basic household demographics and rental assistance information, if required during any part of the application process
- The specific reason for which the applicant was denied, the date of the decision was made
- The date the denial notice was mailed or hand-delivered to the applicant

A file of all denied applicants will be maintained for a period of 3 years and will contain

- a copy of the written notice of denial and
- the Tenant Selection Criteria policy under which an applicant was screened

Non-renewal and/or Termination Notices

Management will maintain written policies regarding procedures for providing households non-renewal and termination notices. The owner must provide in any non-renewal or termination notice, a specific reason for the termination or non-renewal. The notification must

- Be delivered as required under applicable program rules
- State how a person with disability may request a reasonable accommodation in relation to such notice and
- Include Information on the appeals process provided, if any

Unit Transfer Policy

The In-fill Housing Program will offer no “unit/home” transfers.

Option to purchase

Tenants in good standing who remain in an In-fill Home for ten years shall be offered the option to purchase the home at a cost equal to 85% of the homes appraised value. This option does not create a property interest in the home during the rental period. Tenants who leave the program before completion of the ten year period shall not have a pro-rated purchase option.

Acknowledgement

I acknowledge that I have received a copy of the Thanksgiving Homes In-Fill Housing Program Tenant Screening Plan.

Applicant Signature Date

Applicant Signature Date

Applicant Signature Date

Applicant Signature Date