



207-498-3097/TDD:711

Fax: 207 492-5611 rlwmgt@gmail.com

Equal Housing Opportunity  
Equal Employment Opportunity

### Tenant Selection Criteria

The policy of R.L.W. Management, Inc. is one of equal housing opportunity for perspective applicants regardless of race, color, religion, sex, handicap, familial status, national origin or receipt of assistance. All persons interested in housing opportunities with R.L.W. Management, Inc. will be sent an application for housing or will be able to pick up an application at any site management office during posted office hours. All completed applications are logged by date and time as they arrive at the R.L.W. Management, Inc. office. Applicants are sent an acknowledgement of receipt. Those applicants that do not meet HUD/MSHA or USDA/RD income eligibility or other occupancy criteria (as stated below) will receive a "Notice of Ineligibility."

### Priority Rating System

Existing tenants of R.L.W. Management, Inc. will have first priority to transfer within the complex over and above any applicant on the waiting list provided that they are eligible for housing at R.L.W. Management, Inc. in accordance with HUD/MSHA or USDA/RD regulations. All tenants requesting a transfer must currently meet all lease provisions and house rules. Any violations of the lease, late rent, destruction of property, unsanitary conditions, disturbance of neighbors and interference with management will disallow any transfer. The tenant will be notified of such a rejection and will be given an appeal procedure as set forth.

### Waiting Lists

R.L.W. Management, Inc. will keep separate waiting lists for each size bedroom size. The waiting lists will consist of all applicants who appear to be income eligible and whose composition qualifies for the apartment size at a given development.

**RLW Management does not discriminate on the basis of disabled status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenues, S.W., Washington, D.C., 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.



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All applicants will be notified that the application has been received and as stated above they will be logged based on date and time arrival of the completed application.

The waiting lists will be updated at least every six months. If an applicant fails to respond to a request for a waiting list update, they will be removed from the list with the appropriate written notice.

### **Application Cycle**

It is understood that applicants usually must give a 30-day notice to landlords following approval for move in to R.L.W. Management, Inc. However, if an applicant is approved for move in and cannot move into a until that is offered to him/her within 30 days for reasons other than medical or emergency situation, they will be placed at the bottom of the appropriate bedroom size waiting list. If the applicant is moved to the bottom of a waiting list for reasons stated above, the original date of application will be changed to reflect the date of refusal in an effort to reduce confusion in the management of this information.

### **Income Eligibility**

To be eligible for admission, applicants cannot have a gross annual income based on Section 8 policy that exceeds the low-income (80 per cent of county median income) in the respective county.

Current annual HUD-published income limits, based upon family composition and income status listed by county of Metropolitan Statistical Area (MSHA) are listed in Attachment B.

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### **Unit Size Determination**

Eligibility for unit size is based on HUD 4350.3 Handbook and/or HB2-3560 MFH Asset Management Handbook regulations. R.L.W. Management, Inc. will use occupancy standards that are in compliance with MSHA/HUD and/or USDA/RD standards, as well as ADA and all Fair Housing laws. This is subject to changed based on availability of units. Applicants could be admitted to housing in a larger or smaller unit if no qualified applicants are on that bedroom size list with the understanding that they may be transferred at their own expense to a unit of appropriate bedroom size. In this situation, the applicant will agree to transfer, if necessary, in writing at lease signing.

### **Elderly, Handicap, or Disabled**

Applicants seeking housing in elderly housing developments must meet the eligibility criteria set forth in the HUD 4350.3 Handbook. The head of household or spouse must be at least 62 years old, or handicapped/disabled as defined by HUD. All persons applying by housing of this type will be required to provide appropriate verifications.

### **Selection and Rejection**

All applicants must complete a MSHA and/or USDA reviewed application for housing, which is available at our R.L.W. Management, Inc. office or will be mailed. Applicants must supply personal, credit (if any), and landlord (if any) references to be contacted. All incomplete applications will be returned to the applicant; they will not be accepted. Any questions that an applicant may have regarding the applications should be directed to R.L.W. Management, Inc. staff.

When an application is process for move-in, R.L.W. Management, Inc. will perform a credit check. Applicants will not be rejected for lack of credit history. R.L.W. Management, Inc. will house no applicant without a written personal interview and reference check. Applicants may be rejected solely based on negative references.

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Applicants may also be rejected should the applicant have a previous history of evictions, non-payment of rent or other financial obligations, violations of previous rental agreements such as damage or destruction of units, or a history of disturbing the quiet enjoyment of neighbors or violence and harassment. Applicants will also be rejected if they are found to be a direct threat to the health and safety of others, to have been convicted of dealing drugs, or if currently addicted to an illegal or controlled substance.

No applicant will be rejected based solely on race, color, religion, sex, physical or mental handicap, familial status, national origin, or because the applicant is a recipient of public assistance.

In accordance with HUD Handbook 4350.3 Section 2-21 and/or HB2-3560 MFH Asset Management Handbook, applicants rejected will be mailed first class written notice of rejections. Specific reason for a rejection will be given to afford the applicant the opportunity to present a response. The notice will give the applicant an appeal period of fourteen days in which they may respond in writing to request a meeting to discuss the matter with R.L.W. Management, Inc. staff. If a meeting or written response is requested, an impartial member of the R.L.W. Management, Inc. staff will be asked to review the case. If the applicant appeals the rejection, R.L.W. Management, Inc. will give the applicant a written final decision within fourteen days of the response or meeting.

Handicap accessible units will be marketed to qualified handicap/disabled households who would benefit from the unit features. Those households who would benefit from designed features would receive priority for these units over applicants who had applied earlier. In the event, no households apply who need special unit features, MSHA or USDA/RD would be contacted for waiver authorization to households in these units. In this circumstance, tenants would sign a lease addendum agreeing to transfer to a non-handicap accessible unit should an appropriate unit become available, at their expense, if there are households needing the benefit of the handicap accessible unit now on the waiting list.

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All selected tenants must pay rent as determined on the 50059 Tenant Certification and sign that form along with MSHA Section 8 lease and attachments.

R.L.W. Management, Inc. will keep the following material for file for at least three years; and verified information upon which the owner based a rejection.

This Tenant Selection Criteria is an attachment to the Management Plan and shall be revised based on changes in MSHA/HUD and or USDA/RD regulations or management policy.

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