

HUNTINGTON SPRING HOUSING ASSOCIATES, LLC

**TENANT PROCESSING, TENANT SELECTION
AND
UNIT ASSIGNMENT POLICIES AND PROCEDURES**

A. Procedure for Accepting Applications and Screening Tenants

All tenant selection will be as established and regulated by applicable program requirements (NCHFA/HOME/LIHTC). Anyone selected for occupancy must meet the qualifications for these programs as they apply to the community.

Applications will be available at the on-site office for pick-up or can be mailed or faxed upon request. A copy may also be downloaded from the property page of the website, www.evergreenconstructionco.com. Applications will be accepted from all interested parties for various rent and income levels (see the cover letter) based on the income at the time of a completed application. Assistance can and will be provided on an as-needed basis in the preparation of applications. If an application is incomplete, or if additional information is needed, the applicant will be promptly notified of the deficiency via phone and mail. Applications will not be time and date stamped or added to the waiting list until it is complete. Complete applications will be noted with a time and date noted in the top right corner of the first page. Applicants will be notified via mail that the application is complete and has been added to the waiting list and they will be notified when a unit is available at the desired size and income qualification in chronological order according to the time completed application was submitted.

Applications may be returned in person or via mail to the site office address included on the cover letter attached to the application. All applications should be completed in their entirety and include a check or money order payable to Evergreen Construction in the amount of \$25 for each member of the household or \$25 only for a married couple. No application fee will be charged for targeted referrals from DHHS or HUD projected based assisted units. An applicant must apply at each property individually, paying the applicable application fee.

Each applicant will be interviewed by a representative of the rental community as a part of the screening process. Information gained from this interview and the application will be used to help management gain access to the following criteria which will then be utilized to determine the acceptance or rejection of an application.

1. Household income.
2. References from former landlords during the previous five years for all members of the household.
4. Credit reports and credit references (refer to Credit Policy) for the applicant and any co-applicants.
5. Criminal background/Court reports obtained through Online Rental Exchange via CrimSafe for all members of the household age 18 and older, including live in care attendants.

Note: Applicants have the right to submit with the application any evidence of circumstances relating to their criminal background or history that may be attributable to a disability as a reasonable accommodation.

This property participates in a state program in which 10 percent of the units in the property are set aside as they become available to eligible applicants receiving a referral from the North Carolina Department of Health and Human Services (DHHS) whose income does not exceed 50% of the area median income. Until these units are occupied; DHHS referral applicants will be offered preference on the waiting list. (See G for details)

“This institution is an equal opportunity provider and employer”



EQUAL HOUSING OPPORTUNITY



B. Fair Housing and Equal Opportunity Requirements

It is the policy of the rental community and the landlord to comply with all federal, state or local fair housing laws, as well as all Equal Opportunity requirements in NCHFA/HOME/LIHTC administrative procedures.

No applicant or tenant will be discriminated against based on race, color, age, religion, sex/gender, national origin, familial status or disability. Equal Housing and Accessibility logos will be used on advertisements and tenant documents.

Management will comply with the regulations as stated in the Fair Housing Act, the 1988 Fair Housing Acts and Section 504 of the Rehabilitation Act of 1973.

C. Assistance for Limited English Proficiency

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 require that recipients of federal funds take responsible steps to ensure meaningful access by persons with limited English proficiency (LEP). The landlord will seek aid to assist LEP applicants using but not limited to the following methods:

1. provide an interpreter, free of charge thru Carolina Association of Interpreters and Translators
2. enlist community volunteer interpreters
3. allow family members or friends as interpreters
4. use telephone interpreting services
5. use internet translation services

D. Acceptance of Applicants

The following criteria must be met to be considered eligible:

1. This is an elderly rental community, at least one member of the household must be 55 years of age or older and no one under the age of 45 is eligible to reside in the household. DHHS targeted referrals will be for households 45 years of age and older.
2. The household's gross annual income must fall at or under the applicable income limit or the applicant is otherwise ineligible as established by program requirements. (See Appendix A for maximum income limits).

Likewise, the household must have a minimum income as established by the landlord. (See Appendix A for minimum income limits).

3. The family size must be appropriate for the size of the unit(s) available based on the following occupancy standards:

<u>Number of Bedrooms</u>	<u>Occupants</u>	
	<u>Min.</u>	<u>Max.</u>
1	1	3
2	1	5

In determining unit size, include:

- a. All full-time members of the household.
- b. A live-in attendant.

Bedroom space will not be provided for non-household members such as adult children on active military duty, permanently institutionalized family members, or visitors.

4. The applicant must have acceptable landlord references. Landlord references will be obtained for each applicant for the previous five years. The references will review if the applicant is current on rent payments, the number of times late, if court action has been taken at any time, how well the rental community has been maintained, whether or not there have been unauthorized occupants and whether the landlord would lease to the applicant again. Each one is considered individually and any negative remarks could result in a denial of the application. Applicants participating in a rent subsidy program which includes risk mitigation tools for landlord such as allowing special claims will not be denied solely on a negative reference or credit reporting for unpaid rent or money owed to a previous landlord.
5. The applicant and co-applicants must meet the credit policy (refer to Credit Policy).
6. All household members must meet the criminal policy (refer to Criminal Screening Policy.)
7. All applications will be reviewed based on the criteria listed in the afore noted policies and no application will be denied solely based on the reliance of state and federal housing vouchers.

If an applicant has been notified of an upcoming available unit and they are interested, their application is processed as noted above. Upon approval of all criteria, the applicant will be notified via phone and letter, of acceptance of an available unit. The applicant has five (5) days to respond to accept or deny the unit. A unit is not usually held for more than 30 days to allow an applicant to provide notice to a prior landlord. Extenuating circumstances will be reviewed and evaluated on an individual basis for additional time. Should the applicant not respond within the five (5) days, they will be removed from the waiting list and the unit will be offered to the next qualified household on the waiting list. (See I. Withdrawal of Applicant for more details.)

E. Violence Against Women Act (VAWA), public law 109-162

In order to protect certain victims of criminal domestic violence, sexual assault or stalking, as well as members of a victim's immediate family, from losing their housing or public assistance as a consequence of the abuse this law prohibits the eviction, denial and/or removal of assistance from certain persons living in federally assisted housing if the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault or stalking as defined in Section 3 of the United States Housing Act of 1937 and amended by VAWA (42 U.S.C. 13925).

Being a victim does not automatically make an individual or household eligible for federally funded housing or assistance. No preference has been established. Applications for housing by victims of domestic violence will be placed in chronological order of receipt on the waiting list as established herein.

No application will be denied solely for eviction from a prior landlord if it was a result of being a victim of domestic violence or criminal activity directly related to domestic violence. Nor will an existing tenant be evicted for the same.

The following is needed in order to document the victim of domestic violence: police or court records documenting the incident or statements from a service provider, attorney, medical professional etc. This information can be submitted with the application or within 14 days of the request for the documentation. All information obtained will be kept confidential unless the victim consents in writing, the information is required for eviction proceedings or otherwise required by law.

F. Reasonable Accommodations and Modifications

Reasonable accommodations/modifications are available to persons with disabilities who have a verifiable need. A reasonable accommodation is an exception made to the usual rules or policies made necessary because of a disability for the person to use and enjoy a rental community. Modifications are changes to the physical structure. The Fair Housing Act defines a disability as a physical or mental impairment that substantially limits one or more major life activities. The Supreme Court has determined to meet this definition a person must have an impairment that prevents or severely restricts the person from doing activities of central importance in most people's daily lives.

Requests can be made to the site manager by or on behalf of an applicant. If the disability and the need for the requested accommodation is obvious, the site manager will have the applicant complete the Reasonable Accommodation Request (non-verified). The completed form should be submitted to the vice president of Evergreen Construction Company for final approval. If the disability and or need is not obvious, the Reasonable Accommodation Verification form will need to be completed and sent to the medical professional or authorized person to verify the need. Once the form is completed and verified, submit to the vice president for final approval.

The applicant's inability to complete the form will not be a factor; site management will assist in any way necessary to complete the applicant's portion of the form.

Reasonable accommodations can be submitted at the time of application or at any time during occupancy. Each request will be reviewed on a case by case basis to confirm the need and reasonableness of the request. If the need is verified and determined reasonable the request will be granted. If not, the individual will be notified in writing of the denial along with an explanation of the decision. In the event the reasonable accommodation is for an available unit, upon denial notification, three (3) business days will be given for the applicant to challenge the decision prior to renting to another qualified applicant.

G. Waiting List/ Unit Assignment

A waiting list will be maintained chronologically, in order by date and time of receipt of the application. The list will include the maximum income qualification based on estimated income at the time of application as well as the desired unit size. The landlord will update the waiting list on a regular basis, at least every 90 days, to note any changes that may have occurred since the application was submitted. Applicants will be notified of available units in chronological order based on the available unit size and the qualifying restricted income set aside. Applicants will be given a choice of all available units at the time of their admission. If the applicant is ready to move, the application will be processed for approval. If the applicant is still interested but currently unable to move, the waiting list will be documented with the updated information and the applicant will be moved to the bottom of the waiting list. The landlord will continue moving through the waiting list in chronological order until a qualified applicant fills the available unit(s).

Preference will be given for nine (9) targeted units set aside for referral from DHHS. The referrals head of household must be disabled and the households must be 45 years of age and older. The household income must qualify at or below 50% of the area median, unless a special waiver is issued. DHHS will be notified of all vacant units, and if the maximum number of referrals are not occupied, units will be held for up to 30 days for qualified referrals. If no referral is received, the unit is assigned as above. Note: In the case of initial lease up, the units will be held for a period of up to 90 days from certificate of occupancy for referrals.

Preference will be given to households wanting to transfer with an approved special accommodation, provided the accommodation was approved prior to the processing and approval of another applicant on the waiting list for the next available unit.

Preference will be given to households that have been involuntarily displaced or face imminent involuntary displacement from their current housing due to government action, loss of housing assistance, or natural disaster.

Units available at the 60% set aside will be offered in chronological order on the waiting list.

Available units at set asides lower than 60% will first be offered to the first person on the waiting list provided they qualify for the available set aside. If the household does not qualify for the available set aside, it will be offered to an in-house resident who may qualify at this set aside based on the household paying the highest percentage of their income toward rents. The assignment will be based on income verified at the most recent certification for each household. If there are no current residents in need of the lower set aside, it will be available to the next household on the waiting list qualifying for the set aside.

If a household is at a lower set-a-side and the household income increases at re-certification, the set aside will remain the same until the income increase reaches the next highest set aside. At that time, it will be necessary to move the household to this income and rent set aside.

Applications are always accepted for the waiting list. Rental communities are advertised on the website (www.evergreenconstructionco.com). Other advertising may be done in the local area newspapers.

H. Rejection of Applicants

If the applicant is rejected for housing, prompt written notification will be provided advising the applicant of the grounds for rejection via mail (certified mail if USDA Rural Development financed) with the Applicant Notification Letter. Except in situations where the income exceeds the income limit, applicants have the right to appeal.

Appeals should be made within ten (10) days in writing to:

Attention: Annette Curtis
Evergreen Construction Company
5711 Six Forks Road Suite 300
Raleigh, NC 27609
annette@eccmgt.com

If assistance is needed to put the appeal in writing, please contact 919-848-2041, ext. 204. Persons with disabilities have the right to request reasonable accommodations. If additional time is required to dispute the findings, the time may be extended an additional ten (10) days. All appeals are considered on a case by case basis. Should the applicant show mitigating circumstances beyond their control resulted in the denial then the application decision may be changed to approval. Circumstances may include but are not limited to financial hardships related to a medical issue or a temporary loss of job where the applicant can show steps made to remedy the situation. All appeals decisions will be submitted to the applicant in writing with explanations of the decision made.

I. Withdrawal of Applicants

Applicants will be withdrawn from the waiting list if:

1. After reasonable attempts, the applicant cannot be contacted. The landlord will try to reach the applicant at phone numbers submitted on the application. A letter will be sent to the address submitted on the application with notice of five (5) days to contact the site office with their updated information and intent to move. If no response is received from either method, the name will be removed and a second letter will be sent to notify the applicant of their removal from the waiting list.
2. The applicant refuses an apartment when one is made available to them. In cases of hardship for reasons such as documented health problems, the applicants name will remain on the waiting list in chronological order.

If the applicant simply does not want the apartment at the time offered, but is still interested in an apartment in the future, their name will be moved to the bottom of the waiting list. If the applicant is offered an apartment a second time and it is refused, the applicant will be notified in writing and will be removed from the waiting list. Any future interest in the property will require beginning the application process over again.

J. Transfer Policy

Transfers can be made within a building or between buildings within the rental community. Anyone desiring to move to another rental community will need to complete an application, pay the application fee and be processed for approval as any new applicant.

Transfers will be allowed if the following criteria are met:

- The entire household makes the transfer and no additions are made to the household at the time of the move
- At least three months of the initial lease has been fulfilled
- There are no lease violations for the household within the last 12 months prior to the effective date of the transfer
- No monies are owed for the current unit

Tenants desiring to transfer should notify the site manager to be added to the waiting list in chronological order. No fees will be charged for a transfer. At the time of transfer, the current income certification will transfer with the household and anniversary/recertification and lease end dates will remain the same. The security deposit and pet deposit, if applicable, will be transferred to the new unit less any funds owed for damages to the original unit. Any excess funds due for damages over the deposit as well as a full security deposit for the new unit must be paid within thirty (30) days. A pet fee will be collected for the new unit, if applicable.

Should an applicant be housed in a unit with handicapped features due to the unavailability of non-handicapped units, but does not need the type features found in a handicapped designed unit, the applicant must agree to transfer to the first available non-handicapped unit, should an applicant be approved for housing who is in need of the handicapped designed unit and its features. Applicant agrees to transfer within thirty (30) days of written notification from landlord.

If the transfer is approved based on a request for special accommodations, the household will receive preference on the waiting list for the next available unit based on qualifying occupancy size and income set aside.

K. Student Eligibility

Households composed entirely of full-time students are not eligible unless one of the following exceptions is met:

1. All members are married & entitled to file a joint tax return
2. At least one student is enrolled in a program similar to JTPA or work force
3. At least one student was previously in the foster care program
4. At least one student receives TANF
5. The household is comprised of a single parent and child(ren), none of which are dependents of another individual, except in situations where the other parent claims minor children.

Full-time student is determined by the classification of the educational institution or any student taking more than 6 credit hours. A student attending an online institution is only considered full-time when there is no campus in NC.

Full-time student households are ineligible if they have been full-time for any part of 5 months in the calendar year.

L. Pet Policy

Pets are allowed in all senior communities. Prior to accepting a pet for residency in the rental community, the pet owner and the landlord must enter into a Pet Lease Addendum. In addition, the pet owner must provide to the landlord proof of the pet's good health and suitability under the standards set forth under the guidelines defined below. In addition, proof must be given, and renewed annually, of the animal's licensing and vaccination record, together with proof of spaying or neutering.

GUIDELINES

1. The following types of common household pets will be permitted under the following criteria (either 1 dog or 1 cat will be allowed):

A. DOGS (with the exception of assistance animals)

- (1) Maximum number-(1)
- (2) Maximum adult weight- 25 pounds
- (3) Must be housebroken
- (4) Must be spayed or neutered
- (5) Must have all required vaccinations
- (6) Must be licensed

B. CATS

- (1) Maximum number – (1)
- (2) Must be spayed or neutered
- (3) Must have all required vaccinations
- (4) Must be trained to use a litter box

2. No other kinds of pets may be kept by tenants on the premises of this project.

A refundable pet deposit of \$150.00 is required. This deposit will be held with the security deposit and will be disbursed as part of the security deposit settlement upon move out. An additional \$150 non-refundable pet fee is also required. Tenant's liability for damages caused by his/her pet is not limited to the amount of the pet deposit and the tenant will be required to reimburse the rental community for the real cost of any and all damages caused by his/her pet where they exceed the amount of the pet deposit.

1. Tenant agrees to follow any applicable governmental laws and regulations such as, but not limited to licensing, inoculations, etc.
2. Tenant affirms the animal is quiet and housebroken and will not cause any damage or annoy other tenants. Tenant further affirms that the animal will not pose a threat or hazard to any third party that comes in contact with the animal.
3. Tenant agrees the animal will not be permitted outside the tenant's unit, unless restrained on a leash. Tenant will be responsible to clean up completely behind animal. All animal waste including cat litter shall be cleaned up immediately and disposed of in sealed plastic trash bag and placed in the designated trash receptacle.
4. Tenant shall not permit the animal to cause any damage, discomfort, annoyance, nuisance or in any other way inconvenience, or cause complaints from any other tenant or employees of the landlord.
5. Tenant agrees to remedy any emergency situations involving animal (e.g. attack by animal on staff, another resident, contractor, or a guest) within twenty four (24) hours and any nuisance situations within five (5) days.

6. Tenant will be financially responsible for any flea or other insect infestation that affects his/her own or adjacent units as a result of his/her animal.
7. Any animal left unattended for twenty-four (24) hours or more whose health is jeopardized by the tenant's neglect, mistreatment or failure to care (regardless of reason) shall be reported to the SPCA or other appropriate authority. Such circumstances shall be deemed an emergency for the purposes of the landlord's right to enter the tenant's unit to allow such authority to remove the animal from the premises. The landlord accepts no responsibility for any animal so removed.
8. Tenant agrees to maintain animal in good health condition and to update Animal Information Card on an annual basis. Good health condition includes adequate care, nutrition, exercise and medical attention. Animals which appear poorly cared for will be reported to the SPCA or other appropriate authority and will be removed from the premises at the tenant's expense.
9. Tenant agrees to indemnify, defend, and hold landlord harmless from and against any and all claims, actions, suits, judgments, and demands brought by any other party on account of or in connection and any activity of or damage caused by the tenant's animal. Tenant assumes sole responsibility for liability arising from any injury sustained by any person attributable to their animal and agrees to hold landlord harmless in such proceedings.
10. In the event of the tenant's sudden illness, the tenant agrees that management shall have discretion with respect to the provision of care to the animal consistent with state or federal guidelines and at the expense of the tenant unless written instructions with respect to such area are provided in advance by the tenant to the rental office and all care shall be at the tenant's expense.
11. In the event of the death of the tenant, the tenant agrees the landlord shall have discretion to remove animal consistent with state guidelines, unless written instructions with respect to such are provided in advance by the tenant to the rental office.
12. Tenant acknowledges other tenants may have chemical sensitivities or allergies related to animals or are easily frightened by such animals. The tenant therefore agrees to exercise common sense and common courtesy with respect to such other tenant's right to peaceful and quiet enjoyment of the premises.
13. The landlord may move to require the removal of an animal from the premises on a temporary or permanent basis for the following causes:
 - a. Creation of a nuisance.
 - b. Excessive animal noise or odor after the proper notification.
 - c. Unruly or dangerous behavior.
 - d. Excessive damage to the tenant's apartment unit and/or project common areas.
 - e. Repeated problems with vermin or flea infestation.
 - f. Failure of the tenant to provide for adequate care of his/her animal.
 - g. Leaving an animal unattended for more than twenty-four (24) hours.
 - h. Failure of the tenant to provide adequate and appropriate vaccination of the animal.
 - i. Tenant death and/or serious illness.
 - j. Failure to observe any other rule not here listed after proper notification.

14. Pets of visitors/guest are strictly prohibited with the exception of assistance animals.
15. When notified that the landlord requires access to the unit (inspections, maintenance), the tenant is encouraged to be present or remove the animal from the unit. In the event it is not feasible to comply with this request it is the animal owner's responsibility to place a note on the exterior of the main entry door that an animal is inside the unit.
16. Under no circumstances (landlord's entry into the unit with notification or in an emergency situation without notification) will the landlord be liable for the escape of the animal from the unit.
17. Tenant acknowledges that three (3) violations of this agreement is considered "Material Non-Compliance" of the Standard Lease Agreement and is considered grounds for termination. However, one (1) violation is considered grounds for termination of the tenant's lease depending on the nature of the violation.

M. Assistance and Companion Animals

Assistance and companion animals are allowed with approval of a reasonable accommodation. No fees are charged for these animals. The tenant must provide to the landlord proof of the animal's good health and suitability under the standards set forth under the guidelines above (1 -17). In addition, proof must be given, and renewed annually, of the animal's licensing and vaccination record, together with proof of spaying or neutering.

N. Smoking Policy

Policy

Smoking is prohibited anywhere in the building, including the residential units and all outdoor areas of the property. This policy applies to all tenants, guests, employees, service personnel and all other visitors to the property.

Purpose

This policy has been established to protect and promote the health and well-being of our tenants, staff and visitors. In addition this policy will mitigate the increased maintenance, cleaning and redecorating costs from smoking and will reduce the risk of fire caused by smoking.

Definition of Smoking

The term "smoking" means inhaling, exhaling, breathing or carrying lighted tobacco product, including high-tech smoking devices commonly referred to as electronic cigarettes.

Compliance

Enforcement of this policy is the shared responsibility of all tenants, the landlord and staff personnel. Tenants shall inform their guests of the smoke-free policy and promptly give landlord a written statement of any incident where they see smoking occurring or smell the effects of smoke. Landlord will promote this policy by posting signs on property as well as posting in common areas.

CREDIT POLICY

The following criteria are used in determining whether an applicant's credit is approved or denied for housing:

1. Credit report is run on each applicant through Online Rental Exchange.

Approved credit scores: 450 to 850

Denied credit scores: less than 450

2. If no credit score has been assigned, Online Rental Exchange evaluates previous credit history accounts based on current status. All accounts in good standing are considered positive and those delinquent, late payments of more than three times in a reported period, in collection or public records are considered negative. If there are more positive or equally positive to negative accounts, the applicant will be approved. If there are more negative than positive accounts, the applicant will be denied.
3. An applicant will not be rejected due to lack of credit history or no credit history.
4. Bankruptcy will be reviewed in the same manner as above. An open case of Chapter 13 will be denied based solely on that factor.
5. Balances owed to a landlord will be denied.
6. Balances owed to an electric company or municipality for water/sewer (if applicable) will be denied.

Credit will be waived for all applicants receiving rental assistance from an approved state or federal agency (including: RD, HUD and local housing authorities) with two exceptions: 1. outstanding monies owed to a prior landlord and 2. balances owed on collections with an electric or water/ sewer provider applicable to the community applying for. If these balances are paid in full with proof from the third party, the applicant may be reconsidered. Applicants participating in a rent subsidy program which includes risk mitigation tools for landlord such as allowing special claims will not be denied solely on a negative reference or credit reporting for unpaid rent or money owed to a previous landlord

All credit will be waived for referrals from DHHS for the Target/Key assistance program.

It is the policy of the landlord to comply with the provisions of all federal, state, or local laws prohibiting discrimination for credit on the basis of race, color, religion, sex/gender, age, marital or familial status, national origin or physical or mental handicap.

It is the policy of the landlord not to disclose the contents of any credit reports with the applicant or any other persons. The applicant may obtain a copy of the credit report by contacting Online Information Services - Customer Services, P.O. Box 1489, Winterville, NC 28590 or by calling 1-877-262-6851.

CRIMINAL SCREENING POLICY

CrimSafe groups criminal offenses into two categories:

Crimes against Persons
Crimes against Society

The following criteria is used in determining whether an applicant's background screening is approved or denied for housing based on the disposition date or offense date (if disposition date is not available).

Crimes against Persons:

- Applicants whose conviction, or exit from incarceration, of a felony sex related, forcible offense within the past 5 years will result in denial.
- Anyone listed on the sex offender list will be processed through an individualized assessment.
- Applicants whose conviction, or exit from incarceration, for a felony within the past 5 years, or misdemeanor convictions, or exit from incarceration within the past 2 years for homicide, kidnapping/abduction, assault or violent related offenses will result in denial.

Crimes against Society:

- Applicants whose conviction or exit from incarceration, occurred within the past 5 years for felony drug/narcotic related offenses involving the sale or manufacturing will result in denial. Anyone convicted of these crimes greater than these terms will be reviewed using an individualized assessment.

Individualized Assessments to determine admittance or denial of an applicant shall consist of but not be limited to the following information to evaluate the impact and suitability for admission into the property.

1. the seriousness of the criminal offense;
2. the relationship between the criminal offense and the safety and security of tenants, staff or property;
3. the length of time since the offense, with particular weight being given to significant periods of good behavior;
4. the age of the household member at the time of the offense;
5. the number and nature of any other criminal convictions;
6. evidence of rehabilitation;
7. tenancy supports or other risk mitigation services the applicant will be receiving during the tenancy.

These same assessment criteria will be used to review appeals and reasonable accommodations.

Appendix A
Huntington Spring Apartments
Tax Credit & Housing Expense Limits
Year of Allocation -2013

See Current Cover Letter for updated Income Limits