

Plymouth Avenue Apartments

1255 Queen Avenue North &
1254 Russell Avenue North
Minneapolis, MN 55411

TENANT SELECTION PLAN

Revised April 23, 2024

Professionally Managed by:

Property Solutions & Services, Inc.
901 23rd Ave NE. STE 1
Minneapolis, MN 55418
612-746-0400



Section 504 Equal Access Statement

Access to this Document

This document is kept at 1255 Queen Avenue North, Minneapolis, MN. This document may be examined during office hours between Monday through Friday between the hours of 8 AM and 4:30 PM. You must phone in to make arrangements to examine this document. UNDER THE ORDINANCE, WE MUST PROVIDE THE CRITERIA TO THE APPLICANT BEFORE ACCEPTING THE APPLICATION

For hearing impaired persons --

Plymouth Avenue Apartments will provide assistance to hearing impaired persons in reviewing this document. Assistance may include provision of a qualified interpreter at a time convenient to both the person providing assistance and the individual with impairments.

For vision impaired persons --

Plymouth Avenue Apartments will provide a staff person to assist a vision-impaired person in reviewing this document.

Assistance may include: describing the contents of the document, reading the document or sections of the document or providing such other assistance, as may be needed to permit the contents of the document to be communicated to the person with vision impairments.

Assistance to ensure equal access to this document will be available in alternate formats and provided in a confidential manner and setting. An individual with disabilities is responsible for providing his/her own transportation to and from the location where this document is kept. Advocacy groups, social workers, family members or personal friends may provide assistance. The applicant should inform the Plymouth Avenue Apartments, Site Manager if additional assistance is needed to complete forms or understanding program requirements, procedures, house rules, etc. Assistance may be provided by advocacy groups, social workers, family members or personal friends. If an individual with disabilities is involved, all hearings or meetings required by this document will be conducted at an accessible location with appropriate assistance provided.

FAIR HOUSING AND EQUAL OPPORTUNITY REQUIREMENTS STATEMENTS OF NON-DISCRIMINATION

It is the policy of Plymouth Avenue Apartments and Property Solutions & Services, Inc. to comply fully with Title VI of the Civil Rights Act of 1964, The Federal Fair Housing Act, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Minnesota Human Rights Act, and any legislation protecting the individual rights of residents, applicants or staff which may subsequently be enacted.

Plymouth Avenue Apartments and its management agent will not discriminate against any person or group of persons because of race, color, religion, creed, sex, disability, familial status, national origin, actual or perceived sexual orientation/affectional orientation, gender, income source or marital status. Applicants cannot be denied rental assistance solely because they were victims of domestic violence, dating violence, sexual assault or stalking.

In accordance with Section 504, Property Solutions & Services, Inc., as Managing Agent for Plymouth Avenue Apartments, will seek to identify and eliminate, when and where possible, situations or procedures that create a barrier to equal housing opportunity for all.

Property Solutions & Services, Inc., as Managing Agent for Plymouth Avenue Apartments, will grant reasonable accommodations to qualified applicants and residents in order to allow individuals with disabilities to have full advantage of the housing program. Such accommodations may include changes in the method of administering policies, procedures, or services.

In addition, Property Solutions & Services, Inc., as Managing Agent for Plymouth Avenue Apartments, will provide requested reasonable modifications to qualified applicants and residents where such modifications would be necessary to afford full access to the housing program.

Reasonable accommodations and modifications do not include:

- Making structural alterations that require the removal or altering of a load-bearing structural member.
- Providing support services that are not already part of its housing programs.
- Taking any action that would result in a fundamental alteration in the nature of the program or service.
- Taking any action that would result in an undue financial or undue administrative burden on Plymouth Avenue Apartments.

INTRODUCTION

Plymouth Avenue Apartments is made up of 2 buildings creating 63 units of affordable housing in North Minneapolis at 1255 Queen Avenue North and 1254 Russell Avenue North. The east building provides 25 units, comprised of 10 studio, 12 one-bedroom, and 3 two-bedroom units. The west building provides 38 units comprised of 4 studio, 33 one-bedroom and 1 two-bedroom units. Both elevator buildings feature a double loaded corridor. Plymouth Avenue Apartments is a secure building with controlled entry. The building has card operated laundry facilities and each unit has its own heat and air conditioning.

Plymouth Avenue Apartments is managed by Property Solutions & Services. The property has an up to date Affirmative Fair Housing Marketing Plan.

No applicant will be discriminated against based on race, color, religion, sex, disability, familial status, national origin, creed, sexual or affectional orientation, marital status, receipt of public assistance, or age.

Following our adoption of the enclosed resident selection criteria, the City of Minneapolis enacted an ordinance regarding background checks in residential housing. If you will be submitting an application, and you believe that your tenant screening will produce unfavorable information, or for any other reason, you have the right to submit written documentation and evidence that you believe will explain, justify, or negate the relevance of potentially negative information revealed by screening. If you would like to do so, please submit your documents to: Site manager or assistant site manager at Plymouth Avenue Apartments, 1255 Queen Avenue North, Minneapolis, MN 55411 or paa@propertyss.com

Before we make our decision, we will evaluate the results of your screening and the evidence you submitted. We will also consider:

- The nature and severity of the incidents that would lead to a denial;
- The number and type of the incidents;
- The time that has elapsed since the date the incidents occurred; and
- Your age at the time the incidents occurred.

After we have reviewed the results of your screening and evaluated the evidence you submitted, we will let you know of our decision in writing, within 14 days of the date the decision was made. In compliance with the Fair Housing Act, other laws, and our own policies and values, that decision will be based on legitimate reasons and will not be based on your status in a protected class.

If your application is denied, the written notice will confirm that an individual assessment was conducted and will state the basis for denial. Any denial will also refer to the supplemental evidence, if any, that was considered and explain the reasons that such supplemental evidence did not adequately compensate for the factors that informed the decision to deny the application.

We will keep a copy of the notice for at least two years. If the department of regulatory services requests a copy of the denial, we will provide it.

1. Income Guidelines

Applicants must qualify under the Low-Income Housing Tax Credit Program, and any other income requirements or funding sources assigned to the unit or building.

Unit Type	Number of Units	Rent Limits	Income Limits	Population Served	Rental Subsidy
0BR/Eff	4	30% MTSP	30% MTSP	General Occupancy	
0BR/Eff	3	50% MTSP	50% MTSP	General Occupancy	
1BR	1	50% MTSP	50% MTSP	General Occupancy	HOME
1BR	32	50% MTSP	50% MTSP	General Occupancy	
1BR	3	50% MTSP	30% MTSP	General Occupancy	Project Based Section 8, HOME
1BR	2	50% MTSP	30% MTSP	Hennepin County HHS	Project Based Section 8, HSHPD, HOME
2BR	2	50% MTSP	50% MTSP	General Occupancy	
2BR	1	50% MTSP	30% MTSP	General Occupancy	Project Based Section 8
2BR	1	50% MTSP	30% MTSP	Hennepin County HHS	Project Based Section 8, HSHPD
0BR/Eff	7	30% MTSP	30% MTSP	High Priority Homeless	Housing Support, HPH
1BR	3	30% MTSP	30% MTSP	People with Disabilities	Housing Support, PWD
1BR	4	30% MTSP	30% MTSP	People with Disabilities	Housing Support, PWD

Maximum Incomes

Plymouth Avenue Apartments is funded under various federal and state programs, and income limits are 30%-50% of the annual median income for Minneapolis, depending on the apartment. The income limits are updated every year and are available upon request.

Minimum Incomes

Residents must have an income adequate to pay their portion of rent and utilities as well as basic living expenses. Generally, this means that applicants have an income of at least two times the rent and estimated utility costs for the unit, or a Section 8 voucher, or some other form of approved rental assistance compatible with the financing of the property.

2. Household Composition

<u>Apartment Size</u>	<u>Minimum Size</u>	<u>Maximum Size</u>
Studio	1	1
One Bedroom	1	3
Two Bedroom	1	5

3. Rental and Background History

All applicants must comply with current eligibility and admissions requirements of The Plymouth Avenue Apartments, including income, household size, criminal/credit screening criteria and rental history*. Applicants who are denied will be provided with the basis of the denial in writing.

In addition to the income and household size qualifications, the applicant must also demonstrate:

- A good, verifiable rental history for at least 24 of the past 36 months.

- If there is an eviction in the past 36 months, Management will except 12 months of continuous rental history in the verifiable 24 months, as good verifiable rental history.
- b. A favorable history of payments, including rent and utilities.
- c. A willingness to make a commitment to a minimum of a one-year lease.
- d. An ability to meet the student status requirements of Section 42 – the Low-Income Housing Tax Program
- e. A history of cooperation with management and other residents, and a respect for house rules and regulations, abiding by lease terms, and care of the property.
- f. A criminal record free of convictions that would adversely affect the health, safety or wellbeing of the other residents, the staff, or the viability of the property.
 - Property Solutions & Services reserves the right to seek additional information that may or may not screen someone out.

An applicant with a history of actions that caused property damage, or who threatened or caused violence to fellow residents, guests, or staff, refused to cooperate with management, violated the policies of the place they were residing, or who adversely affected the safety and well-being of the community in the past 36 months will not be accepted.

If there are any displays of belligerent, confrontational or inappropriate conduct or any suspicion of intoxication during the intake of the application, management reserves the right to end the intake and not accept the application.

** If an applicant does not have 24 months of verifiable rental history, but is referred by an approved service provider, to be considered for housing he/she must show through his/her conduct in present and prior living situations, that he/she will be a positive resident. This is demonstrated through:*

- *Providing a written accounting of where the applicant has lived for the past 24 months.*
- *A history that does not include any convictions of a crime that would suggest future: crimes of physical violence to persons or property, other criminal acts which may have endangered the health, safety, or welfare of other residents or caused significant damage to the residential property.*
- *A willingness to continue to meet and work with an identified case manager from a designated service provider to remain lease compliant. The designated service provider will have a history of providing case management services. An approved service provider will have entered a Memorandum of Understanding with Plymouth Avenue Apartments to provide regular ongoing case management services to the applicant household.*

4. MPHA PBV Units

When a tenant with a MPHA PBV informs property management that they intend to move out, the tenant needs to provide management with a 60-day notice to vacate.

Management will send the tenant vacate notice to the tenants MPHA case worker to initiate the process.

It is the policy of Plymouth Avenue Apartments to administer its MPHA PBV waiting list by HUD handbooks and regulations. Waiting lists are kept by unit size and accessibility features. Individuals needing the features of an accessible unit will be noted on a special list and given priority when an accessible unit becomes available. Applicants may apply to be put on as many waiting lists as they are eligible. Once, however, an applicant is accepted for a unit, their position on other waiting lists at Plymouth Avenue Apartments will be removed from all other waiting lists. If an applicant is rejected, they will be removed from all other waiting lists. Rejected applicants will not be eligible to be placed back on a waiting list for a period of 2 years.

Each applicant will be assigned his/her appropriate place on the waiting list(s) based on the date and time the application is received for a requested type and/or size of unit. Applicants may apply for more than one size unit or more than one program and therefore can be on more than one waiting list.

Management will monitor the vacancies at the property and the waiting lists regularly to ensure that there are enough applicants to fill vacancies. Management will also monitor the waiting list to ensure that the wait is not so long that it becomes excessive.

Closing the Waiting List

The waiting list will be closed for one or more-unit sizes when it is estimated that the length of the waiting list is 12-months or more.

When the waiting list closes, potential applicants will be advised that the waiting list is closed. A message that the waiting lists are closed will be left on the office voice mail.

When the property is no longer accepting applications, the wait list will be closed on Housing Link, a notice will be posted in the site office and notice will be sent to the organizations listed in the Affirmative Fair Housing Marketing Plan. The notice will state the reasons for the closing of the waiting list.

During the period when the waiting list is closed, management will not maintain a list of individuals who wish to be notified when the waiting list is re-opened.

Opening the Waiting List

Waiting lists will be opened when the number of households on the wait list is less than the number of applicants needed to fill anticipated vacancies for the next 12 months.

When the waiting list opens, a notice will be published in Housing Link and notices will be sent to organizations noted in the Affirmative Fair Housing Marketing Plan.

Periodic Updating of the Waiting List

The management shall update the waiting list periodically to determine if applicants are still interested and eligible to remain on the waiting list. At the time of each update, the applicant shall provide current information on at least the following:

- Names of all family members
- Name, address and contact information for head of household
- Income
- Student status
- Elderly and or veteran status

The updated information shall be obtained from the head of the household in writing and certified by the tenant's dated signature that the information provided is true and correct. The owner will notify each applicant household by mail sent to the last known address requesting the above information and confirmation of its interest in remaining on the waiting list. The applicant must respond within 10 days of the date of the letter. If no reply is received within the specified time frame the applicant's name will be removed from the waiting list.

Removal of Applicants from the Waiting List

Plymouth Avenue Apartments will not remove an applicant's name from the waiting list unless:

- The applicant requests that the name be removed;
- Plymouth Avenue Apartments has sent a letter to the last known address of the applicant and it is returned or no written response requesting to be kept on the waiting list is received by the date noted in the letter; or
- The applicant is sent a letter informing them that they are at the top of the waiting list and must fill out an updated application, but all the adult members of the applicant household have not come into the site office by the date given in the letter to update their application. Exceptions will be made for extenuating circumstances.

Reinstating Applicants to the Waiting List

If an applicant is removed from the waiting list, and subsequently Plymouth Avenue Apartments determines that an error was made in removing the applicant, the applicant will be reinstated at their original place on the waiting list.

Updating the Waiting List

As soon as a notice to vacate is received, staff will begin contacting applicants on the waiting list, unless there is an applicant who has recently been approved but no unit was available at the time of the approval, or if a current resident in good standing is at the top of the waiting list. The applicant will be contacted by mail stating the availability of the unit. If the applicant does not respond within 10 business days of the date of the letter, their application will be removed from the waiting list.

Applicants who can provide documentation of a disability or extraordinary circumstances causing the failure to contact the office beyond within the time originally given, i.e. the applicant was in the hospital, the applicant was on vacation, etc., will be allowed to retain their position on the waiting list once. The second time they fail to respond in a timely manner for any reason other than due to a disability they will not be reinstated on the waiting list. However, the applications currently being processed will not be held up to accommodate these applicants. These applicants will be sent a letter to fill out an application when the next group of applicants are sent letters. Applicants who fail to respond in a timely manner for reasons that are related to a disability will not be faulted and will be reinstated on the waiting list.

Applications will be processed for ten days after the date they are due. After that time all completed applications will be reviewed against the resident selection criteria. Those that do not meet the screening criteria will be rejected. Those that meet the selection criteria will be accepted in the order they are in on the waiting list. Applicants whose applications have not been reviewed completely through no fault of their own, and for whom there is no basis for rejection, will be kept on the waiting list.

An applicant shall be offered no more than two suitably sized apartments before being taken off the waiting list. The reasonableness of the rejection will be determined by the owner and will so be documented with the applicant's application for housing. For disabled applicants, reasonable accommodation needs shall be reviewed and made available to the fullest extent allowed.

An applicant may reject one unit that has been offered and remain on the waiting list, however their application will be placed on the bottom of the waiting list. If the applicant rejects two suitably sized units, they will be taken off the waiting list.

Note: Applicants who can show that the unit was rejected for reasons that were related to a disability, and not the fault of the applicant, shall remain on the waiting list and their application will retain its original date.

Existing Tenants

If an existing tenant would like to transfer to one of the MPHA PBV units, they would need to follow the above process through the waiting list. Management will inform all residents when the waiting list is open.

Application Process

The internal process to determine applicant eligibility will remain the same as a non-MPHA-PBV unit, with the following additions.

- Application and verification will be sent to the designated MPHA caseworker.
- MPHA caseworker will need to approve the application and will set up a meeting with the applicant. The applicant must meet with the caseworker prior to move-in.
- Unit must pass inspection prior to move-in

5. Application Process

- a. Application: To begin the process, the prospective applicant must complete an application and pay a non-refundable application fee of \$40 per adult. Application fees will only be refunded if the apartment applied for is rented to someone who submitted a completed application ahead of the applicant.
- b. Order of Processing: Applications will be processed in the order in which they are received.
- c. Screening/Income Guidelines: Applications will be investigated to ensure that applicants will fulfill his/her obligations as renters. Part of the screening will be done by a private application investigation service. This screening will include a rental history check, a credit report, and a criminal background check.
- d. Income Certification: Applicants will be asked to provide an account of all household income and assets and to formally certify that information. All income information will be verified by third parties.
- e. Eligibility Determination: After an application has been screened, and the income of the applicant has been reviewed, the management agent will determine if the applicant meets the Resident Selection Criteria. Applicants cannot be denied based solely on being the recipient of a housing choice voucher (HCV) or any other form of tenant-based rental assistance.

Agencies working with homeless and Long-Term Homeless households will verify that the prospective applicant is homeless or long-term homeless.

- f. Applicant Notification: Applicants will be notified of their acceptance or notified in writing given a reason for the rejection of their application by the management agent. Applicants that are rejected may reapply after 1 year.
- g. Acceptance: Applicants must be able to move in within 60 days of acceptance for housing.
- h. Security Deposit: A whole month's rent and be paid at the time of move-in.

6. Appeal Process

The applicant has 14 days, from the date of the rejection to respond in writing to appeal the rejection or to request a meeting to discuss the rejection. Appeals should be sent to the person noted on the rejection letter.

If the applicant is an individual with a disability, the applicant may inform Plymouth Avenue Apartments of this fact and may request that Plymouth Avenue Apartments make reasonable accommodations in the policies or practices to enable the applicant an equal housing opportunity.

A member of Property Solutions & Services, Inc. staff, who did not make the initial decision to reject the applicant, must conduct any appeal meeting with the applicant and/or review the applicant's written response.

If the applicant appeals the rejection, Plymouth Avenue Apartments must give the applicant a written final decision within 5 days of the response or meeting.

7. Administration of Interest List

There will be no in-house waiting list. Property Solutions & Services will keep a short list of pending applications for non-Coordinated Entry referral units. Property Solutions & Services will attempt to contact those applicants or their service provider in the order that they are received. Applicants are responsible for keeping Property Solutions & Services informed about their current contact information.

8. Reasonable Accommodation

Property Solutions & Services will make reasonable accommodations during the intake and screening process and will make the intake process accessible to persons with physical disabilities. Interpreters, including signers, will be offered for interviews, if requested. Plymouth Avenue Apartments is an accessible building.

9. Violence Against Women and Justice Department Act of 2005

Applicants or tenants will not be denied admission to, denied assistance under, terminated from participation in, or evicted from the housing on the basis that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy.

An applicant who certifies they were the victim of domestic violence would be allowed to be admitted – even with factors that may disqualify them – if they can show the cause of these negative factors was domestic violence, dating violence, sexual assault or stalking. The housing provider can require certification beyond self-certification of the applicant.

10. Federal Trade Commission

Rental Research Services, Inc. will be screening the rental history information listed on the application as well as screening for credit and criminal history. Rental Research Services, Inc. is located at 7525 Mitchell Road, Eden Prairie, MN 55344 PH: 952-935-5700.

11. Conflict of Interest

Plymouth Avenue Apartments prohibit occupancy by all persons related to: (i) the project owner, (ii) a principal of the project owner, (iii) the architect, or (iv) any attorney and anyone of the foregoing's employees, directors, officers, or agent.

Plymouth Avenue Apartments project is assisted with federal HOME funds, does the TSP also prohibit any owner, developer or sponsor of the project (or any officer, employee, agent, elected or appointed official or consultant of the owner, developer or sponsor or immediate family member of an officer, employee, agent, elected or appointed official, or consultant of the owner, developer or sponsor) from occupying a HOME-assisted unit (except for a unit occupied by a project manager or maintenance worker)