

SECTION 504 EQUAL ACCESS STATEMENT

Resident Selection Plan

For mobility impaired persons – this document is kept onsite at 94-827 Kuhalulua St. Waipahu, HI 96797, which is an accessible facility on an accessible route. The document may be examined from Monday thru Friday between the hours of 7:30 a.m. and 3:30 p.m., excluding holidays. You must phone in to make arrangements to examine this document. Please call 960-2390. Also documents may be mailed directly to you.

For vision impaired persons – will provide a staff person to assist a vision impaired person in reviewing this document. Assistance may include: describing the content of the document, reading the document or selection of the document.

Management will provide reasonable accommodation.

Assistance to insure equal access to this document will be provided in a confidential manner and setting. The individual with disabilities is responsible for providing his/her own transportation to and from the location where this document is kept. If an individual with disabilities is involved, all hearings or meetings required by this document will be conducted at an accessible location with reasonable accommodations provided by Management.

TENANT SELECTION PLAN

It is the policy of the Project, to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and any legislation protecting the individual rights of residents, applicants or staff which may subsequently be enacted.

The Property shall not discriminate because of race, color, actual or perceived sexual orientation, gender identity, religion, handicap, familial status, national origin or marital status in the leasing, rental or other disposition of housing or related facilities, (including land), included in any Development or Developments under its jurisdiction or in the use or occupancy thereof.

Section VI. describes Tenant Selection Preference Procedures that will be followed.

Property shall not on account of race, color, actual or perceived sexual orientation, gender identity, religion, handicap, familial status, national origin or marital status:

- (1) Deny to any family the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs;
- (2) Provide housing, which is different than that provided others;
- (3) Subject a person to segregation or disparate treatment;
- (4) Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
- (5) Treat a person differently in determining eligibility or other requirements for admission;
- (6) Deny a person access to the same level of services; or
- (7) Deny a person the opportunity to participate in a planning or advisory group which is an integral part of the housing program.

The Project shall not automatically deny admission to a particular group or category of otherwise eligible applicants. Each applicant in a particular group or category will be treated on an individual basis without bias.

The Project will seek to identify and eliminate situations or procedures, which create a barrier to equal housing opportunity for all. In accordance with Section 504, the Project will make reasonable accommodation for individuals with handicaps or disabilities (applicant sand

residents). Such accommodations may include changes in the method of administering policies, procedures, or services.

In addition, the Project may perform structural modifications to housing and non-housing facilities on sites where such modifications would be necessary to afford full access to the housing for qualified individuals with disabilities.

In reaching a reasonable accommodation with , or performing, structural modifications for, otherwise qualified individuals with handicaps, Project is not required to:

- (1) Make structural alterations that require the removal or altering of a load-bearing structural member;
- (2) Provide an elevator in any multifamily housing project solely for the purpose of location accessible units above or below the grade level;
- (3) Provide support services that are not already part of its housing programs;
- (4) Take any action that would result in a fundamental alteration on the nature of the program or service;
- (5) Take any action that would result in an undue financial and administrative burden on the Project.

I. PROJECT ELIGIBILITY REQUIREMENTS

Jack Hall Waipahu, which is section 8 project, to be admitted, applicants must have income that does not exceed the limits defined by the Agency, and meet the program definition of an eligible household.

II. THE APPLICATION PROCESS

Anyone interested in applying for housing at Jack Hall Waipahu may receive an application by any of the following methods; pick up in person at 1055 Kalo Place, Suite 103, Honolulu, Hawaii 96826, via US Mail, via email or via fax. Applications may be returned in person, via US Mail, or by fax provided the original is also provided via US Mail or in person.

Applications will be marked with the date and time they are received and will be added to the wait list in chronological order. Incomplete or unsigned applications will be returned to the applicant.

All information will be verified in accordance with HUD regulations and requirements as outlined in HUD Handbook 4350.3. Additionally, applicants will be required to sign all appropriate and necessary forms authorizing Bob Tanaka, Inc. to verify and all factors that affect the applicant's eligibility or determine the rent the applicant will pay. All of this information may be released by HUD to other Federal, State and Local Agencies.

In the event the applicant is personally unable to complete the forms, the applicant must have someone who has power of attorney complete the forms or be present or provide the information to someone assisting in completing the forms. The person assisting the applicant must sign and date the application, indicating that it was completed at the direction of the named for those who live out of state or have mobility or other impairments.

A. Verification of Information on Application

With respect to all applications, the following actions will be taken:

1. A written credit report will be ordered
2. A background check will be processed for all criminal and sexual offenses.
3. Verifications concerning income, assets, residential history, medical expenses, disability, etc., will be explained and release statements signed by the applicant. All verification forms will be mailed by Management staff.

B. Completion of Application Process

Management will attempt to complete all applications within 45 days (excluding weekends and federally designated holidays) of the date of the interview. Completion mean that a lease has been offered or a rejection letter has been sent.

III. ELIGIBILITY REQUIREMENTS

A. Income

On Section 8, 236 or tax credit properties, the annual income of the applicant must be less than or equal to the limits set by the U.S. Department of HUD for the appropriate family size. The income limit schedule used for the property is Low, very low, extremely low-income limits.

B. Sole Residence

The unit must be the family's only residence.

C. Social Security Numbers

Applicants must disclose Social Security Numbers for all family members by providing a valid Social Security card issued by the Social Security Administration or an alternative acceptable to the United States Department of Housing and Urban Development, or if no SSN has been assigned, the member must complete a certification that no SSN has been assigned.

When an applicant has a SSN but does not have the required documentation, the applicant may submit the SSN and certify that the number is accurate but that acceptable documentation could not be provided. Individuals who have applied for legalization under the Immigration and Reform Control Act of 1986 will be able to disclose the social security numbers, but unable to supply the cards for documentation. Their acceptable documentation is a letter from DHS indicating social security numbers have been assigned.

However, an applicant may not become a participant in the program unless the applicant submits the required SSN documentation to the owner. The applicant must provide SSN documentation to the owner within 90 days from the date on which the applicant certified that the documentation was not available. If the owner has determined that the applicant is otherwise eligible for admission into the property, and the only outstanding verification is that of the SSN, the applicant may retain his or her place on the waiting list for the 90-day period during which the applicant is trying to obtain documentation. After 90 days, if the applicant has been unable to supply the required SSN documentation, the applicant should be determined ineligible and removed from the waiting list.

As a part of the Streamlining Administrative Regulations, applicant households may include a family member under the age of 6 who does not yet have a Social Security number assigned to him/her and was added to the household 6 months or less from the move-in date. The applicant, in this situation, will not be denied occupancy but will be given 90 days from the effective date of their move-in certification to provide documentation of the SSN for the child. An additional 90-day period will be provided if the failure to provide documentation of a SSN is due to circumstances that are outside the control of the household

D. Appropriate Unit Size

The unit must be the appropriate size for the household at the time of admission, as to not under or over-utilize units, occupancy would be limited to a minimum of one person and maximum of three persons per bedroom, except in cases where this is in violation of a state or local occupancy law.

E. Handicapped Units

If no other suitable unit is available, a family may move into a handicapped unit with the understanding that they may be moved to another unit if the unit is needed for a disabled family, in this circumstance the family will be required to sign an addendum to the lease agreeing to this. The family will then move into another unit, if one is available and bear the complete cost associated with such move (Exhibit 1).

F. Resident Selection Criteria

All residents must meet the Resident Selection Criteria detailed in Section III.

G. Project Specific Requirements: (Jack Hall Waipahu)

Applicants who meet the minimum income limit guidelines published by HUD may qualify for Elderly housing or persons with mobility disability.

H. Citizenship Requirements

By law, only U.S. citizens and eligible non-citizens may benefit from federal rental assistance. Compliance with these rules ensures that only eligible families receive subsidy. These requirements apply to families making application to the property, families on the waiting list, and tenants.

Household that have no member with citizenship, naturalization or legal non-citizen status do not qualify for assistance.

Assistance in subsidized housing is restricted to the following:

1. U.S. citizen or nationals; and
2. Non-citizen who have eligible immigration status as determined by HUD.

All family members, regardless of age, must declare their citizenship or immigration status.

Non-citizens (except those ages 62 and older) must sign a Verification Consent Form and submit documentation of their status or sign a declaration that they do not claim to have eligible status. Non-citizens age 62 and older must sign a declaration of eligible immigration status and provide a proof of age document. U.S. citizens must sign a declaration of citizenship.

A mixed family – a family with one or more ineligible family members and one or more eligible family members- may receive either prorated assistance, continued assistance, or a temporary deferral of termination of assistance.

Applicants who hold a non-citizen student visa are ineligible for assistance, as are any non-citizen family member living with the student.

IV. OCCUPANCY STANDARDS

Occupancy standards serve to prevent the over or underutilization of units that can result in an inefficient use of housing assistance. Occupancy standards also ensure that tenants are treated fairly and consistently and receive adequate housing space.

Below, please find this property's occupancy standards description:

Number of bedrooms	Min. # Household Members	Max. # Household Members
1	1	6
2	2	8

V. TENANT SELECTION CRITERIA

The fact that an applicant is eligible for housing assistance does not mean that the applicant is acceptable and will be a suitable tenant. Tenant Selection Criteria may relate to the ability of the applicant to fulfill the lease obligations and may not automatically deny tenancy. In determining whether the applicant will be selected, Management will consider various criteria, along with any related explanations offered by the applicant concerning the facts involved, including changes in circumstances. Rejection of an applicant may be based on one or more of the following criteria:

A. Insufficient/Inaccurate Information on Application

Management will consider whether the applicant has cooperated in all aspects of the application process, or if the information supplied is incomplete or intentionally falsified. If the applicant has been uncooperative or has submitted incomplete or falsified information, the applicant will be rejected. If misrepresentations are found after a lease has been executed, Management reserves the right to exercise all administrative remedies available, which includes termination of the lease.

B. Applicant Who Have Demonstrated Disregard

Applicants who have demonstrated disregard for the policies of the Project and/or HUD regulations, or who have generally behaved in such a manner when

on the development property as a visitor or during the application process that they adversely affected tenant's health or safety or disturbed tenants' rights and quiet enjoyment or interfered with the management or the Project, will not be selected.

C. Credit Standing

Eligible applicants must have a satisfactory history of meeting financial obligations, including timely payment of rent. Outstanding judgments or a history of late payment of bills or rent will be grounds for rejection. If an application is rejected on the basis of poor credit, the applicant will be given the name of the credit agency, which supplied the credit report. Management's inability to verify credit references may be grounds for rejection of an application. Consideration will be given in cases where no credit has been established. The lack of credit history will not cause an applicant to be rejected, however, management may require that the lease be guaranteed by a person with a history of credit worthiness and ability to pay rent.

D. History of Residency

Management will consider whether the applicant or any other person who will be living in the unit has a history of physical violence and/or threats of violence to persons or property, or has exhibited living habits at prior residences, which could adversely affect the health, safety and/or quiet enjoyment of the other residents of the development. An applicant with such history will not be selected, however, management will consider all circumstances regarding this type of activity as well as the period during which it occurred, prior to rendering a decision. The previous three (3) years of housing will be verified for each applicant (Exhibit 2). This includes applicants who were homeowners and/or lived with parents or other relatives.

1. An applicant who fails to disclose prior residency and/or provides false landlord references will be rejected.
2. An applicant who failed to adequately supervise children (under the age of 18 years) resulting in damage and/or disturbances of other tenants at prior residence will be rejected.
3. An applicant with an unpaid balance owing to a prior landlord for rent, damages or other charges will not be considered unless repayment has been made by the applicant and paid in full.

4. An applicant with a history of permitting other person(s) not on the lease to reside in previous residences without the prior written approval of the Owner will be rejected.
5. An applicant with a history of a failure to cooperate with the re-certification process or whose assistance has been terminated for fraud (where applicable) will be rejected.
6. An applicant evicted from previous housing for non-payment of rent or violations of the lease and/or house rules will be rejected.
7. An applicant with a history of repeated late payment of rent (rent paid late, three (3) or more times in any given 12 month period) will be rejected.
8. An applicant with a history of house rules violations with former landlords will be rejected.

E. Housekeeping Practices

Unsanitary housekeeping that may affect the health and safety of members of the household or other residents of the project will be grounds for rejections. This criteria is not intended to exclude households whose housekeeping is only superficially inadequate if such conditions would not appear to affect the health and safety.

F. Criminal Background

Management will request, where permissible by state law, local law enforcement agencies perform criminal background checks on all adult members of the applicant's household (age 18 years and older). Management will consider all circumstances regarding any criminal activities as well as the period during which it occurred, prior to rendering a decision.

1. An applicant found guilty of a crime of violence or threats of violence or injury to another person, including but not limited to, the unlawful use of firearms, will be rejected.
2. Any household member who is subject to a state sex offender lifetime registration requirement will be rejected.
3. An applicant found guilty of any type of crime considered to be a threat to real property (i.e., vandalism, home burglary, damage to property, etc.) adversely affects the health or safety of other tenants; or interferes with the rights and quiet enjoyment of other tenants will be rejected.

4. If there is reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the healthy, safety, and right to peaceful enjoyment by other residents will be rejected. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.
5. An applicant found guilty of drug-related criminal activity will be rejected.
 - a. Drug related criminal activity means the illegal manufacture, sale, distribution, use, or possession with the intent to manufacture, sell, distribute or use of a controlled substance (as defined in Section 102 of the Controlled Substance Act, 21 U.S.C. 902) will be rejected.
6. Any applicant who is engaged in the current illegal use of controlled substance will not be selected. The following will be considered to constitute "current illegal use";
 - a. Discovery of a controlled substance in a dwelling unit occupied by any member of the applicant's household.
 - b. Conviction of any household member for any drug-related crime.
 - c. Recent arrest of any of the applicant's household members for any drug-related crime.
 - d. Conviction of any household member for any sexual related crimes.
 - e. Evicted in the last 3 year from federally assisted housing for drug related criminal activity.

G. Using Enterprise Income Verification (EIV) System

It is mandatory that management must use the EIV system to obtain the Existing Tenant Search. This report identifies applicants applying for assisted housing that may be receiving rental assistance at the time of application processing at another location.

The unit applied for by the applicant must be the applicant's sole residency. An applicant receiving assistance for any other unit at the time of admission, will not be accepted for occupancy.

H. Ability to Enter into a Legally Binding Contact

The head, spouse or co-head of the household must be 18 years or older or a court emancipated minor and must have the ability to enter into a legally binding contract as provided by state and local laws with respect to contracts for the rental of housing. If no one in the applicant household can enter into a legally binding contact, occupancy will be denied.

I. Applicants that are students applying for assisted housing

Section 8 assistance shall not be provided to any individual who meet the listed criteria listed below.

1. Is enrolled PT or FT at an institution of higher education to obtain a degree, certificate, or other program leading to a recognized educational credential;
2. Is under 24 years of age;
3. Is not a veteran of the United States Military;
4. Is married;
5. Does not have a dependent child;
6. Is not a person with disabilities (defined in 3 (b) (3) (E) of the U.S. Housing Act of 1937 (42 U.S.C 1437 a (b) (3) (E) and was not receiving Section 8 assistance as of November 30, 2005;
7. Is not living with his/her parents who are receiving Section 8 assistance, and
8. Is not individually eligible to receive Section 8 assistance and has parents (individually or jointly) who are not income eligible to receive Section 8 assistance.

For a student to be eligible independent of his or her parents (were the income of the parents is not relevant), the student must demonstrate the absence of, or his or her independence from parents. While owners may use additional criteria for determining the student's independence from parents, owners must use, and the student must meet, at a minimum all the following criteria to be eligible for Section 8 assistance. The student must:

1. Be 24 years of age or older by December 31 of the award year;

2. Is an orphan, in foster care, or a ward of the court or was an orphan, in foster care or a ward of the court at any time when the individual was 13 years of age or older;
3. Is or was immediately prior or attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individuals State of legal residence;
4. Is a veteran of the Armed Forces of the United States or is currently service on active duty in the Armed Forces for other than training purposes;
5. Is a graduate or professional student;
6. Is a married individual;
7. Has legal dependents other than a spouse;
8. Has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth or as unaccompanied, at risk of homelessness and self-supporting;
9. Is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.
10. Owners must verify the student's independence from his or her parents. To determine that the students' parents' income is not relevant in determining the students eligibility for assistance by doing all of the following:
 - a) Review and verify previous address information to determine evidence of a separate household verifying the student meets the U.S. Department of Education's definition of independent student;
 - b) Review a students prior year income tax returns to verify the student is independent or verifying the student meets Department of Educations definition of independent student;
 - c) Verify income provided by parent by requiring written certification from an individual providing the support. Financial assistance that is provided by persons not living in the unit is part of the annual income.

- d) Certification is also required if the parent is providing NO support to the student.
- e) The rule does not apply to students residing with their parents in a section 8 assisted unit or who reside with parents who are applying to received Section 8 assistance.

Note: Residents that are students and are currently receiving Section 8 assistance will be recertified at the next annual recertification at the latest to meet current standards. Students currently living in assisted housing and receiving Section 8 assistance will not be grandfathered in, tenancy may continue, their assistance will be terminated.

J. VAWA Protections

1. The Landlord may not consider incidents of domestic violence, dating or stalking or sexual assault as serious or repeated violations of the lease or other “good cause” for termination of assistance, tenancy or occupancy of a victim who is protected from acts under the domestic or family violence laws of the jurisdiction.
2. The Landlord may not consider criminal activity directly relation to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that abuse.
3. The Landlord may request in writing that the victim, or a family member on the victim’s behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking or sexual assault, Form HUD-91067, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

VI. REJECTION PROCEDURES

A. Written Notification

Each rejected applicant will be notified promptly in writing of the reason(s) for rejections. (Exhibit 3). The letter will advise the applicant that he/she may appeal the decision by notifying the management in writing or by requesting a

meeting within 14 days (excluding weekends and federally designated holidays). The letter will also inform the applicant that responding to the rejection letter does not preclude him/her from exercising other avenues available if the applicant believes he/she is being discriminated against on the basis of race, color, sex, Religion, handicap, familial status or national origin.

B. Appeal Procedure

A review of the applicant's written appeal response will be made by a member(s) of the management staff who did not participate in the initial decision to reject the applicant. The review will be completed within thirty (30) days, (excluding weekends and federally designated holidays). If circumstances would prevent a meeting within this time, management will attempt to arrange a meeting at the earliest possible date. If the rejection is upheld and found to be with merit, the appeal rejection letter (Exhibit 4) should be sent. If appeal determines that decision should be reversed, the applicant will be offered the next available appropriate size unit.

C. Person with Disabilities

Management will consider extenuation circumstances for responses to rejections that involve person(s) with disabilities as a matter where for reasonable accommodation.

VII. WAITING LIST PROCEDURES

A. Definition of the Waiting List

The property will maintain one waiting list in a bound binder. If for internal purposes sub-lists organized by bedroom type are maintained, they are to be maintained only as a subsystem and in conjunction with the main waiting list. Placement on the waiting list does not guarantee that the individual is eligible or acceptable for the occupancy at the development. At the time a prospective applicant inquires about the admission to the complex's they will be given an application and upon request, a Resident Selection Criteria (Exhibits 5a & 5b). All applications will be given a priority number corresponding to the waiting list. Tenant Selection Preference Procedures are described in Section VII below.

B. Contacting Persons on the Waiting List

1. When a unit becomes available for occupancy, the application with the lowest priority number will be selected. Management will attempt to contact the individual by telephone three (3) times during the next 48 hours. If contact cannot be made by telephone, a letter will be sent to the individual

requesting a date and time for an interview (Exhibit 5c). If a response is not received within five (5) business days from the date the letter is mailed, the individual will forfeit the opportunity to apply for the available unit but will remain at the top of the waiting list. When a second unit becomes available, another letter will be sent. This letter will explain that another non-response will result in placement in the inactive file (Exhibit 5d). If the individual does not respond, a final letter will be sent stating the individual's name has been removed from the waiting list (Exhibit 5e).

2. If the contacted person refuses the unit, he/she will remain at the top of the waiting list, however, the individual will be informed that after the second refusal, his/her name will be removed from the waiting list.
3. When an interview is scheduled but the applicant fails to attend, management will attempt to contact the applicant by telephone. If there is no contact after three (3) attempts, the applicant's application will be placed in the inactive file. If management contacts the applicant and the applicant failed to keep the prior appointment for good reason, another interview will be scheduled. If the applicant fails to attend the second interview, his/her application will be placed in the inactive file and his/her name will be removed from the waiting list.

C. Update Procedures

1. The waiting list will be updated annually (or more often if required by any regulatory authority) by applicants turning in an updated card, which will be provided, along with updating procedures (Exhibit 5f & 5g) at the time the applicant turns in a completed application. If the update procedures are not followed as specified, the individual's application will be placed in an inactive file.
2. Applicants who were already on the waiting list for a specific unit size will have priority over applicants who become eligible for a larger or smaller unit size due to a change in family composition as noted on the applicant's update card.
3. The waiting list update letter will also inform the individual that it is his/her responsibility to notify the management office of any change in address or telephone number.

D. Closing/Re-opening the Waiting List

1. Closing the Waiting List

Based on the Development's turnover, the waiting list shall be kept to two (2) years. Upon closing the waiting list, notification will be posted at the property and advertised in the publications noted in the property's Affirmative Fair Marketing Plan advising the public that applications are no longer being accepted due to the high number of applicants currently waiting. At that time, any additional applications will be denied.

2. Re-Opening the Waiting List

The waiting list will be reviewed every 12 months. Subtracted from the total number will be those people who were accepted, rejected or otherwise disqualified. New names will be accepted on a first-come, first-serve basis until the list has again reached the size specified in paragraph D1.

Notification that the waiting list will be opened will be posted at the property and advertised in the publications noted in the property's Affirmative Fair Marketing Plan not more than thirty (30) days but less than fifteen (15) days prior to the opening. In the event of an unexpectedly high rate of turnovers, or a higher than normal rate of rejections, management may re-open the waiting list prior to the annual update. Once again, adequate notice and advertising of the opening shall be done.

E. Applicant presence on multiple waiting list

An applicant may be placed on multiple waiting lists (or waiting of more than one unit size). Applications will be placed on the appropriate list based upon the date and time received.

VIII. TENANT SELECTION PREFERENCE PROCEDURES

Waiting list applicants are processed in chronological order subject to the preferences for working families and members and retired members of the International Longshoreman's and Warehouseman's Union Local 142. These procedures may be updated at any time to comply with federal law and HUD regulations.

Tenant Selection Preference: Applicants will be informed at application (or if they have already applied, upon adoption of these preferences, and will be provided 30 days to demonstrate whether they meet any preferences) and may seek the following preferences:

- (1) Working family, and (2) members and retired members of the International Longshoreman's and Warehouseman's Union Local 142. The working family preference

will also be provided to applicants with heads of household who are age 62 or older or handicapped. Applications will be kept based on date received, but with notations for the number of preferences. Observing family size requirements, application will be taken first with those persons meeting all preference, then any one preference. These preferences shall not affect the application of section 8 assistance: in no case will an applicant who meets the owner's eligibility criteria and who is eligible for section 8 assistance be passed over by an applicant who is not eligible for section 8 assistance, regardless of applicability of any preference.

IX. INCOME TARGETING RULE

- A. Management is required to ensure that, during a fiscal year, at least forty (40%) percent of the units that become available, together with initial certifications of in-place tenants, serve extremely low income families. If management has been unable to achieve the forty (40%) percent target for admissions and initial recertification's despite actively marketing available units to extremely low income families, management is permitted to rent to other eligible families after a reasonable marketing period has expired.
- B. In order to achieve compliance with the Income Targeting Requirement, management will alternate between the first extremely low income applicant on the waiting list and the applicant on the top of the waiting list. Management will select the first extremely low income applicant on the waiting list (which may mean "skipping over" some applicants with higher income) for the available unit and then select the next eligible applicant at the top of the waiting list (regardless of income level) for the next available unit. As subsequent units become available, tenant selection continues to alternate in this manner.

X. SPECIAL OCCUPANCY CATEGORIES/STATUTORY PREFERENCES

Waiting list applicants are processed in chronological order. Procedures may be updated at any time to comply with federal law and HUD regulations.

XI. TRANSFER POLICY

Tenants may request transfers to another unit in the complex for the following reasons:

1. A unit transfer because of family size.
2. A new unit because of changes in family composition.
3. A deeper subsidy (Rent Supplement, RAP, or Section 8 assistance).
4. A unit transfer for a medical reason certified by a doctor.
5. A unit transfer based on the need for an accessible unit.
6. A reasonable accommodation to a household member's disability.

7. A emergency transfer due to VAWA

Unit transfers by existing tenants will have a priority over applicants on the waiting list. Residents who were admitted to the development under basic rent or market rent and have become eligible for Section 8 assistance or Rental Assistance Payment will also have priority over applicants on the waiting list.

XII. SERVICE ANIMAL OWNERSHIP

Management will permit live-in certified service animals in cases where:

1. Any household member that has a doctor's note certifying that the animal is needed for the medical well-being of the resident and;
2. The family is willing to sign the service animal and regulations policy.