

**SPOKANE HOUSING AUTHORITY  
HIFUMI EN  
RESIDENT SELECTION POLICY**

All applications will be screened for residence/rental history, credit history and public records. Requirements for approval are:

- No negative Rental History
- 1 year rental history (applicants without 1 year of rental history may have a co-signer or a 3<sup>rd</sup> party payee)
- Credit history showing less than 4 negative items, with a total owing under \$2000, excluding medical.
- No bankruptcy within past 2 years

The following are reasons for denying residency to an applicant:

- Poor rental history.
- Poor credit history. (lack of credit is assumed to be positive credit and applicants with negative credit may have a co-signer or 3<sup>rd</sup> party payee)
- Evictions in the past 3 years.
- Public record items (example: criminal convictions).
- Conviction of a drug related crime with-in the last 3 years. A 3 year period must be unsupervised time and crime free.
- Any household member who is subject to a state sex offender lifetime registration requirement.
- Reasonable cause to believe that behavior from abuse, or pattern of abuse, caused from alcohol, may interfere with the health, safety and peaceful enjoyment of others.
- A household in which any member is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety and right to peaceful enjoyment of the property by other residents.
- Conviction of a felony crime with-in the last 3 years. A three year period must be unsupervised time and crime free.
- Any household member who is currently engaged in violent criminal activity; other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents; or criminal activity that would threaten the health and safety of SHA, contractors, or agent of SHA.
- Providing false information on the application.
- Being over or under established income limits or not meeting eligibility requirements.
- Households whose members include a student enrolled in an Institute of Higher Education. (except under certain conditions)

**Possible remedies include co-signers or a third party payee for negative credit or lack of rental history. Co-signers must complete screening and have acceptable credit and be able to document income of 3 times the unit rent**

***If you are rejected you have the right to appeal the decision within (14) days of the receipt of the rejection notice by contacting the management of this property in writing or requesting a meeting.***

If you feel this action is due to domestic violence, dating violence or stalking, please contact the Hifumi En office to discuss immediately. You will be required to complete certification and/or provide alternate documentation to verify your claim.

***Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing***

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

HIFUMI EN  
RESIDENT SELECTION CRITERIA

Spokane Housing Authority (SHA) follows Equal Opportunity Housing practices as stated in Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act Amendments of 1988 and 6c, Title VI of the Civil Rights Act of 1964 and Washington State Law. We do not discriminate on the basis of race, color, religion, creed, national origin, sex, familial status, marital status, or disability.

Potential applicants receive an application form, the Resident Selection Criteria, and form HUD-1140-OIG "Things You Should Know". When an application is received it is reviewed for completeness to determine if the applicant appears to qualify. If the applicant does not have enough basic information, it is returned to the applicant noting information that needs to be supplied.

Applicant's assistance in subsidized housing is restricted to (1) U.S. citizens or nationals; and (2) Non-citizens who have eligible immigration status. All family members must declare their citizenship or immigration status, at the time the application is submitted. Assistance to applicants and tenants excluding tenants age 62 and over as of January 31, 2010, whose initial determination of eligibility was begun prior to January 31, 2010 and those individuals who do not contend eligible immigration status, to disclose and provide documentation of complete and accurate SSN assigned to them. This information will be verified according to HUD guidelines prior to final residency approval.

Once completed, the application is reviewed for qualification according to income, age, family composition, and need for mobility impaired access unit. If an applicant does not appear to qualify under any of the categories, a letter of explanation is sent to the applicant who is told that he/she can meet with us if they wish to have any questions answered.

If the applicant appears to qualify the application is placed on the waiting list file and logged according to date and time.

Applicants for Hifumi En must be either elderly family or a person of disability status, per HUD eligibility guidelines. (Elderly family means a family whose head, or spouse, or sole member is a person who is at least 62 years of age.)

Hifumi En will use EIV Existing Tenant Search (request brochure for more details) to verify whether applicants are currently receiving assistance for another location prior to admitting the applicant for residency

All non-exempt applicants must disclose social security numbers for all household members and provide proof of the numbers reported. There are alternatives to the actual Social Security Cards if you do not have the original. For example; Driver's license with SSN, identification card issued by a federal, state, or local agency, a medical insurance provider, employer or trade union, earning statement on payroll stubs, bank statement with SSN, Form 1099, benefit award or retirement benefit letter, life insurance policy or court records with the SSN. Please ask the site manager if you have any questions.

However, an applicant may not become a participant in the program unless the applicant submits the required SSN documentation for all non-exempt household members to the owner. The applicant must provide SSN documentation for all non-exempt household members to the owner within 90 days from the date they are first offered an available unit to disclose and/or verify the

SSN. 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, at its discretion, retain his or her place on the waiting list. After 90 days, if the applicant has been unable to disclose and/or verify the SSN's of all non-exempt household members, the applicant should be determined ineligible and removed from the waiting list.

Tenants who do not meet the SSN disclosure, documentation and verifications for all non-exempt household members within the stated timeframe will be considered in non-compliance with their lease and Hifumi En Apartments must terminate the tenancy of that household.

The applicant household's annual income must not exceed the very-low income limits (50% of area median income). In accordance with HUD requirements, the owner must not lease less than 40% of the dwelling units that become available for occupancy in the fiscal year to extremely low-income families. To implement this method, SHA will select the first extremely low-income applicant on the waiting list (which may mean skipping over some applicants with higher incomes) for the available unit, and then select the next eligible applicant currently at the top of the waiting list (regardless of income) for the next available unit. As subsequent units become available, tenant selection continues to alternate between the next extremely low-income applicant and the eligible applicant at the top of the list until the 40% target is reached. Current income limits are available at the rental office.

Hifumi En is comprised of 41 one bedroom units and household size is limited to 3 members per unit.

When a unit transfer is at the request of the resident, the resident may be required to provide third party verification of the need of the transfer. The cost of the transfer generally will be borne by the resident. The resident may request a transfer due to a medical reason or disability, by submitting a Reasonable Accommodation or Letter to SHA. Once a request for transfer has been received the date and time of the request will be documented to establish priority when more than one request for the same unit size and/or location is being considered. Unit transfers are only allowable as a Reasonable Accommodation for a medical reason or a disability. Approved transfer requests will be placed at the top of the waiting list. Current residents will have priority over residents waiting to move-in.

Mobility impaired accessible units are offered to in-place residents who are in need of that type of unit. If there are not any persons in need of the accessible unit in the building, the unit will be offered to persons on the Mobility Impaired Accessible waiting list according to date and time of application. If there are not any persons on the waiting list then the unit will be offered to persons on the waiting list for regular units with the understanding that they may have to move to a non-accessible unit when one becomes available, at the residents expense.

When screening applicants we require a credit and criminal history with no negative rental/residence history. Denials will be issued for instances including but not limited to the following reasons:

- Evictions in the past 3 years from federally assisted housing for drug related criminal activity..
- Any household member who is subject to a state sex offender lifetime registration requirement.
- A household in which any member is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety and right to peaceful enjoyment of the property by other residents.

- If there is reasonable cause to believe that a household member's behavior from abuse or pattern of abuse, of alcohol may interfere with the health, safety and peaceful enjoyment by other residents a denial will be issued. .

All prospective residents will have an interview with a SHA representative. In determining suitability for residency the most appropriate criteria are those that demonstrate that a person can meet the obligations of tenancy such as paying rent on time, maintaining the dwelling as required by the lease/rental agreement, and avoiding disruptive or destructive behavior.

Applicants that do not meet the screening criteria will be notified in writing why they will not be accepted as a resident. Applicants will be given 14 days to appeal the denial. They will be given an opportunity to meet with a representative of Spokane Housing Authority to discuss any questions they may have regarding the screening criteria.

If the applicant feels their application for tenancy was denied due to domestic violence, dating violence or stalking, they should contact the Hifumi En office to discuss immediately. They will be required to complete certification and/or provide alternate documentation to verify their claim.

Applicants who do not respond to updates or who do not keep in contact with Spokane Housing Authority every six months will be dropped from the current waiting list file and filed in a non-responsive/contact file.

Acceptable applicants are processed according to HUD certification rules and rents are figured accordingly. All residents must sign a rental agreement, house rules, disposition of assets form, release of information form, all applicable verification forms, HUD-50059 form, HUD 9887 and 9887A forms, and move-in/move-out inspection form.

#### Student Eligibility Requirements:

1. As of January 30, 2006, 24 CFR Parts 5, 880, 883 et al. Eligibility of Students for Assisted Housing Under Section 8 of the U.S. Housing Act of 1937; Final Rule becomes effective. No assistance shall be provided under Section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f) to any individual who –
  - a. Is enrolled part time or full time as a student at an institution of higher education (as defined under section 102 of the Higher Education Act of 1965 (20 U.S.C. 1002)); to obtain a degree, certificate, or other program leading to a recognized educational credential.
  - b. Is under 24 years of age;
  - c. Is not a veteran of the United States Military;
  - d. Is not married;
  - e. Does not have a dependant child; and
  - f. Is not a person with disabilities (defined in 3 (b) 3 (E) of the US housing Act of 1937 (42 U.S.C. 1427 a (b) (3) (E) and was not receiving section 8 assistance as of November 30, 2005.
  - g. Is not living with his /her parents who are receiving section 8 assistance and
  - h. Is not individually eligible to receive section 8 assistance **or** has parents (individually or jointly) who are not income eligible to received Section 8 Assistance

In order to establish Independence from Parents, the student must meet **all** of the following criteria to be eligible for Section 8 Assistance:

A. be of legal contract age

B. Have established a household one year prior to application or meet Department of Education of an independent student **or** meet the U.S. Dept. Of Education's definition of an independent student

C. not be claimed as a dependant by parents or legal guardians pursuant to IRS regulations

D. obtain a certification of the amount of financial assistance provided by parents or legal guardian, signed by the individual providing the support. This certification is required even if no assistance will be provided.

\*The Student Rule may not apply to disabled persons under the age of 24 years.

2. For purposes of determining the eligibility of a person to receive assistance under section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f), any financial assistance a student receives (1) under the Higher Education Act of 1965, (2) from private sources, or (3) from an institution of higher education (as defined under the Higher Education Act of 1965), that is in excess of the amounts received for tuition ins included in annual income, except if the student is over the age of 23 with dependent children or if the student is living with his or her parents who are receiving Section 8 Assistance.

Closing waiting lists: The waiting list may be closed for one or more unit sizes when the average wait exceeds one year. The owner will advise potential applicants that the wait list is closed and will refuse to accept additional applications. The owner will publish notice in a publication likely to be read by potential applicants such as the The Spokesman Review or Inlander.

Opening wait list: When the owner agrees to accept applications again, notice of this action will be announced in a publication most likely to be read by potential applicants, in the same manner as the notification that the wait list was closed.

Dear Applicant,

Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of HUD from making financial assistance available to persons other than U.S. citizens or nationals, or certain categories of eligible non-citizens, in the following HUD programs:

- Section 8 Housing Assistance Payments programs;
- Section 236 of the National Housing Act Including Rental Assistance Payment (RAP); and
- Section 101/Rent Supplement Program.

You have applied or are applying for, assistance under one of these programs, therefore, you are required to declare U.S. Citizenship or submit evidence of eligible immigration status for each of your family members for whom you are seeking housing assistance. You must do the following prior to final residency approval:

- a. Complete a Family Summary Sheet to list all family members who will reside in the assisted unit.
- b. Each family member (including you) listed on the Family Summary Sheet must complete a Declaration. If there are 8 people listed on the Family Summary Sheet, you should have 8 completed copies of the Declaration. The Declaration has easy-to-follow instructions and explains what, if any other forms and/or evidence must be submitted with each declaration.
- c. Submit the Family Summary Sheet, the Declaration, and any other forms and/or evidence to the Community Supervisor of the property you are certifying with, or to the address below:

HIFUMI EN APARTMENTS  
926 E. 8<sup>th</sup> Avenue  
Spokane, Wa. 99202