

## HIFUMI EN TENANT SELECTION PLAN & POLICY

**We accept valid comprehensive reusable tenant screening reports. All applications will be screened for residence/rental history, credit history and public records.**

Requirements for approval are:

- No negative rental history with in the past seven (3) years
- No balance owed to landlord. Or provide proof of payment plan.
- Credit history, excluding medical.
- No bankruptcy within past 2 years

The following are reasons for denying residency to an applicant:

- Poor rental history. Owning balance to a landlord without a payment plan in place.
- Poor credit history (lack of credit is assumed to be positive credit)
- Evictions in the past 3 years from federally assisted housing for drug-related criminal activity
- Conviction of a drug related crime within the last 3 years. The 3 year period must be unsupervised time and crime free.
- Any household member who is subject to a state sex offender **life-time** registration requirement, any state.
- Reasonable cause to believe that behavior from current 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 crime against person or property, within the last 3 years. The three year period must be unsupervised time and crime free.
- Any household member who constitutes a direct threat to 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, incomplete or misleading information on the application.~~
- Being over or under established income limits or not meeting applicable program eligibility requirements.
- Households whose members include a student enrolled in an Institute of Higher Education. (except under certain conditions)

Possible Remedies for failure to meet criminal conviction criteria

In matters relating to criminal conviction history, circumstances and mitigating facts that may be considered include:

- Nature and severity of past conduct; age of individual at time of conduct; evidence of good tenant history before or after conviction or conduct; evidence of rehabilitation and treatment efforts; restitution of damages if any; nature of severity of offense(s); number of similar past offense(s) or lack thereof; and impact of housing decision on other offending household members.

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

If you feel this adverse action is due to domestic violence, dating violence, sexual assault or stalking, please contact the Hifumi En office to discuss immediately.

Spokane Housing Authority (SHA) and Hifumi En Apartments is concerned about the safety of its tenants, and such concern extends to tenants or applicants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the ***Violence against Women Act (VAWA)***

VAWA support and/or assist victims of domestic violence, dating violence, sexual assault and stalking. It protects victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing if an incident of violence [that] is reported and confirmed. The VAWA also provides that an incident of actual or threatened domestic violence, dating violence, sexual assault, or stalking does not qualify as a serious or repeated violation of the lease nor does it constitute good cause for terminating the assistance, tenancy, or occupancy rights of the victim. Furthermore, criminal activity directly relating to domestic violence, dating violence, sexual assault or stalking is not grounds for terminating the victim's tenancy. The Owner/Agent (O/A) may bifurcate (divide a lease as a matter of law) in order to evict, remove, or terminate the assistance of the offender while allowing the victim, who is a tenant or lawful occupant, to remain in the unit.

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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:

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- ~~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

HIFUMI EN  
RESIDENT SELECTION CRITERIA