



520 North Market Street Apartments

520 N. Market St. Frederick, MD 21701

Phone # 301-662-4225 TTY# 800-654-5984 Fax # 301-662-6477

Tenant Selection Plan for Section 811 Project Rental Assistance (PRA) Program

The 520 N. Market Street Apartments are 59 units of newly constructed affordable apartments in the City of Fredrick, Maryland in Frederick County. Eight units comply with the Uniform Federal Accessibility Standards (UFAS).

Five units are available through the Section 811 PRA Program.

The project operates under the rules and regulations of the Low-Income Housing Tax Credit, HOME, and Section 811 PRA programs.

520 N. Market Street Apartments does not discriminate based on disability, race, color, religion, sex, familial status, national origin, or sexual orientation.

This tenant selection plan includes policies that comply with the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964.

Selection of tenants for the Section 811 PRA Program units will be made in accordance with the DHCD-approved Section 811 Tenant Selection Plan and the provisions of this Tenant Selection Plan. A copy of the DHCD approved Section 811 Tenant Selection Plan is available at the owner/agent's office or through MDOD at:

<http://dhcd.maryland.gov/HousingDevelopment/Documents/section811/AmendedTSPSection811DHCDApproved.pdf>

TENANT SELECTION CRITERIA

Applicants will have a credit check, a national criminal background check, sex offender list check, and prior and present landlord references performed on every applicant over the age of 18. However, Section 811 PRA Program rules provide that a referred applicant's ability to pay rent & credit history is not relevant to tenant selection because of the project-based rental assistance provided for each PRA unit. You must also submit a copy of your driver's license and social security card. Without these items your application will be returned to you for completion.

All applicants **must be income eligible** per the established income limits published by the Low Income Housing Tax Credit program, HOME program, and Section 811 PRA Program. The five Section 811 units are allocated to families/individuals whose gross income falls at or below 30% of the Area Median Income. Household income limits are determined based on the area's median gross income (AMGI) as determined by HUD. Those limits are available from the Property manager or on-line at:

http://dhcd.maryland.gov/HousingDevelopment/Documents/rhf/2017_LIHTC_Income_Rent_Limits.pdf

Households are eligible for units where the total number of household members equals 1 to 2 times the number of bedrooms (e.g. a 2-bedroom apartment could house between 2 and 4 people; a 1-bedroom unit could house between 1 and 2 people). Accessible units have no minimum occupation level, but share the same maximum (2 times the bedroom number). Occupancy standards are enforceable by state and/or local law.

In accordance with general Section 811 PRA Tenant Selection Plan, accessible units will be offered to applicants who need the design features of those units.

Waiting lists and transfers for the Section 811 Project Rental Assistance (PRA) units are managed by the Maryland Department of Disabilities in accordance with the DHCD approved Tenant Selection Plan for Section 811. With limited exceptions, transfers among units are not permitted and vacant units will be filled from the MDOD Waitlist Registry. Exceptions shall be limited to situations that address a request for reasonable accommodation or for other emergency or significant housing or health need.

All income and expenses must and will be verified by a "third party" in writing.

A security deposit is required at move-in. The amount of the security deposit is limited to no more than the tenant portion of the rent or \$50, whichever is greater.

This property has a no pet policy. This rule applies to animals that reside at 520 N. Market St. and such animals that visit 520 N. Market St. The Owner and Management Agent shall reasonably allow animals that assist, support or provide service to persons with disabilities.

All applicants approved for tenancy will be required to comply with lease terms, including accessible unit policies.

REASONS APPLICANTS MAY BE REJECTED:

Applicants must show ability to establish utility accounts in their name, follow tenancy rules, and comply with all Section 811 lease terms.

As permitted by the Section 811 PRA Program rules, negative past landlord history, i.e., evictions, violations of previous rental agreement history of disturbing neighbors, bad housekeeping habits, history of late or non-payment of rent may result in rejection.

Judgments, repossessions, bankruptcies that have not been discharged or excessive collection activity may result in rejection. If a collection has been posted for a past utility bill, that bill should be paid in full or a payment plan be in place before consideration for move-in is made.

A history of illegal activity involving crimes of physical violence to persons or property and other criminal acts which would adversely affect the health, safety or welfare of other residents and/or property can be considered reason for application rejection.

The owner/agent may reject applications if any household member's criminal history includes a conviction of one or more of the following:

Crimes of violence or hate	Burglary or theft
Sex offenses of any kind	Embezzlement
Destruction of property, arson, explosives	Sale/Manufacture of a controlled substance
Illegal gambling	Forgery
Prostitution	Weapon offenses
Stalking	
Crimes involving illegal use of a controlled substance, or illegal use/sale of prescription medication	

Each rejection will be reviewed on a case by case basis and will take into consideration the nature, severity, and recency of the criminal conduct and will include review of patterns of or repeated criminal conduct.

Any applicant that is rejected for residency will be mailed a certified denial letter with an electronic copy to MDOD and the applicant's case manager. If the rejection was due to bad credit history, the name, telephone, and address of the credit reporting agency will be printed on the notice.

If your application is rejected and you disagree with the reasoning, you may appeal to the Asset Manager, in writing, stating why you disagree. They will respond to you within 7 days of receipt of your appeal.

Applicants will not be rejected based on status as a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for assistance or admission per the Violence Against Women Act (VAWA).

NOTES FOR STUDENTS

Applications for households made up of all full-time students are not eligible for housing under the Low Income Housing Tax Credit program. In general, a unit is not considered a low-income unit if all the occupants of such unit are full-time students (as defined in Section 151(c) (4) of the Code; which includes children K-12). The exceptions to this are as follows:

- The full-time adult students are married and filing a joint federal income tax return.
- The full-time student is receiving assistance under Title IV of the Social Security Act.
- The full-time student is enrolled in a job training program receiving assistance under the Job Training Partnership Act or under other similar federal, state, or local laws. Note: The IRS does not consider an internship a “similar” program (for example, a medical school student doing their residency or a student in a fellowship).
- The full-time student is a single parent living with his/her minor children (with none of the persons being dependents of a third party; Exception: Child may be a dependent of his non-resident parent.)
- The full-time student is/was a recipient of foster care assistance under Part B or E of Title IV of the Social Security Act. (Effective for determinations after 7/30/2008.)

** Legally married same sex couples qualify for the married student exemption under the LIHTC Student Rule.

SUBMITTING AN APPLICATION

Applicants referred by the Maryland Department of Disabilities may submit applications. Applications are accepted in-person, by mail, by email, or by fax. Applications may be submitted in-person or mailed to Interfaith Housing Alliance; 5301 Buckeystown Pike, Suite 320; Frederick, MD 21704. Application can be emailed to rcondry@interfaithhousing.org or faxed to 301-662-6477.

If you require assistance with completing the application, please contact your case manager or Christina Bolyard at MDOD. They will make arrangements to assist you.

Applicant Signature

Date

Applicant Signature

Date